
Job Title	Program Coordinator
PVN ID	JJ-1909-003262
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Prisoner Reentry Institute (PRI)
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	May 16, 2022 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) of John Jay College of Criminal Justice is seeking a full-time Program Coordinator to provide academic counseling services to incarcerated students who are enrolled in John Jay College's Prison-to-College Pipeline (P2CP), a college-in-prison program located at Otisville Correctional Facility (OCF), in Otisville, New York. P2CP is part of PRI's Educational Initiatives, which provide access to college programming and academic support through various activities in correctional settings including OCF, an Office of Children and Family Services secure center, and Rikers Island.

The primary responsibilities of the Otisville Program Coordinator are to enhance program accessibility within OCF, promote the retention, persistence, and academic and career success of P2CP students and alumni, and maintain the quality of PRI's partnership with Otisville correctional staff. The Otisville Program Coordinator will split their time between working on-site at OCF and in PRI's offices located at John Jay College in Manhattan.

In addition to working in close collaboration with the P2CP administrative team and Otisville Correctional Facility staff who are employees of the Department of Corrections and Community Supervision (DOCCS).

Other Duties

The Otisville Program Coordinator will be responsible for managing the provision of services designed to enhance academic and career success for incarcerated students and alumni. These services include recruitment and admissions activities, academic counseling, workshops, and recognition events. Provides on-site program administration at Otisville 6-10 days per month, as determined by the academic calendar.

Specific responsibilities of the Otisville Program Coordinator include:

- Cultivating positive, dynamic working relationships with and between correctional partners, which includes:

- Meeting regularly with correctional education staff at OCF to collaboratively review program strengths and challenges.
- Providing academic counseling services to incarcerated students, which includes:
 - Assisting students in clarifying educational and career goals.
 - Providing one-on-one academic counseling.
 - Developing and facilitating group academic advising sessions.
 - Assisting students in understanding the culture of college.
 - Assisting students in navigating barriers to continued enrollment.
- Maintaining data on student retention, persistence, and degree completion for advising and reporting purposes.
- Coordinating the recruitment of new cohorts of incarcerated applicants.
- Co-developing the calendar for academic supportive programming.
- Developing and maintaining the P2CP library system at OCF.
- Creating correspondence and develop marketing and other materials such as brochures and FAQ's.
- Participation in PRI's community events and local and national conferences.
- Other duties as assigned.

Qualifications

We are seeking a candidate who has experience providing academic counseling and direct service to students and some experience with the criminal justice system. In addition, candidates should have:

- Integrity and sound professional judgement.
- Excellent communication and interpersonal skills.
- Strong organizational skills and the ability to manage multifaceted, complex administrative processes.
- An appreciation for the importance of partnerships and demonstrated experience successfully managing relationships with a diverse array of stakeholders.
- Ability to establish and maintain trusting and positive working relationships with students and correctional staff.
- Demonstrated ability to work collaboratively as a member of a highly-integrated team and the ability to manage priorities independently.
- Ability to effectively manage competing priorities within a fast-paced environment without sacrificing attention to detail.
- At least two years of experience in student development, academic advising, or related field at the postsecondary level and/or
- At least two years of experience working in reentry or within the criminal justice system as a service provider.
- A Master's degree in social work or related field.
- Must have a valid driver's license and the ability to drive frequently to OCF.
- Must be eligible for clearance at DOCCS facilities and able to adhere to all DOCCS policies and procedures and comply with the directions of OCF leadership and staff.

- Knowledgeable about the City University of New York's programs, policies, and procedures and the New York State correctional system.
- Proficiency in Microsoft Office Suite: Word, Excel, Outlook, and PowerPoint.

All applicants must apply online with cover letter and resume.

The Research Foundation of the City University of New York is an equal opportunity, affirmative action, Americans with Disabilities Act, E-Verify Employer.

About the Prisoner Reentry Institute

The Prisoner Reentry Institute (PRI) is one of twelve institutes that collectively comprise the Research Consortium of the City University of New York (CUNY). PRI is a center of research and action at the John Jay College of Criminal Justice. PRI is committed to providing opportunities for people to live successfully in the community after involvement with the justice system. Capitalizing on its position within a large public university and recognizing the transformational power of education, PRI focuses much of its work on increasing access to higher education and career pathways for people with conviction histories. PRI's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy.

To learn more about our work, please visit www.johnjaypri.org.