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| <b>Job Title</b>      | Academic Counselor                    |
| <b>PVN ID</b>         | JJ-2009-003712                        |
| <b>Category</b>       | Instruction and Social Service        |
| <b>Location</b>       | JOHN JAY COLLEGE OF CRIMINAL JUSTICE  |
| <b>Department</b>     | Institute for Justice and Opportunity |
| <b>Status</b>         | Full Time                             |
| <b>Annual Salary</b>  | \$45,000.00 - \$47,000.00             |
| <b>Hour(s) a Week</b> | 35                                    |
| <b>Closing Date</b>   | Jan 04, 2021 (Or Until Filled)        |

## General Description

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As a champion of institutional, structural, and personal transformation, the John Jay College Institute for Justice and Opportunity opens doors and eliminates barriers to success for people who have been involved in the criminal legal system. The Institute is one of twelve research entities that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. The Institute has a diverse portfolio of projects that focus on identifying what it takes for people to live successfully in the community after justice involvement and on increasing the effectiveness of the professionals and systems working with them. The Institute's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy. To learn more please visit our website: <https://justiceandopportunity.org/>

The John Jay College Institute for Justice and Opportunity seeks a full-time Academic Counselor to support the work of College Initiative (CI)—a project of the Institute's Educational Initiatives—dedicated to creating successful pathways to college for students who have been involved in the criminal justice system. Under the supervision of the Manager of College Initiative, the Academic Counselor is responsible for providing college access and transition counseling and ongoing support to enrolled college students. In addition, the Academic Counselor will collaborate with the CI team to enhance and improve program operations and offerings and engage in other special projects as needed.

The ideal candidates will be knowledgeable about strategies for overcoming barriers to college enrollment, supportive services for returning students—especially within the City University of New York—and the challenges associated with reentry. This position may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel and the acquisition and application of new technology skills. The Academic Counselor will also have the opportunity to meet potential students while they visit correctional facilities.

## Other Duties

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### Job Responsibilities

- Provide one-on-one and small group counseling to assist students in navigating the critical steps towards enrollment in college including recovering necessary documents / transcripts, providing guidance on college choice and assisting with college and financial aid applications.
- Conduct assessments of college readiness and make appropriate referrals for internal, campus and community based resources for students.
- Assist students in navigating barriers to enrollment including becoming financial aid eligible and developing a timeline for applications and enrollment.
- Facilitate or Co-facilitate student workshops and orientations as needed, both in-person and virtually.
- Assess and refer to students to internal and external programs that will support their educational and employment goals.
- Engage in case conferences with colleagues from other department to ensure that students are receiving coordinated supports from across the organization.
- Coordinate and advocate with external supports including campus advisors and staff.
- Regularly document and track student progress in the Institute's database.
- Participate in weekly Academic Counseling meetings.
- Other duties as assigned.

## Qualifications

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We are seeking a candidate who has experience in providing counseling and direct service to students and/or people involved in the criminal justice system. In addition, candidates should have:

- A Bachelors' degree in a related field required;
- At least two years of experience in counseling, college readiness programming or reentry services
- Demonstrated ability to respond calmly and thoughtfully to emergencies and to develop solutions in partnership with students and relevant stakeholders
- Ability to work independently and collaboratively in a demanding and complex work environment, to carry out complex assignments in a timely manner and to adapt to changing situations and priorities.

Interested candidates should send a 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.