

<b>Job Title</b>	Program Coordinator
<b>PVN ID</b>	JJ-2010-003740
<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>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 30, 2020 (Or Until Filled)

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## General Description

The John Jay College Institute for Justice and Opportunity (the Institute) is seeking a full-time Program Coordinator to administer the daily administrative operations of the Prison-to-College Pipeline (P2CP), a college-in-prison program at Otisville State Correctional Facility. The Program Coordinator is supervised by the Director of Statewide Educational Initiatives and works in collaboration with the P2CP Academic Director, the Intake and Support Services Manager, the Statewide Educational Initiatives Program Associate, the administrative departments of John Jay College, and the New York Department of Corrections and Community Supervision (DOCCS). Major responsibilities of the Program Coordinator include the recruitment of prospective students, coordination of the college and financial aid application processes on behalf of incarcerated applicants, coordination of volunteer clearances for faculty, staff, and other guests involved in the program, the clearance and distribution of academic materials in collaboration with DOCCS, and altogether ensuring the smooth administration of programming at Otisville Correctional Facility.

The Program Coordinator is responsible for managing the day-to-day administration of the Prison-to-College Pipeline (P2CP), which includes regular engagement with key stakeholders, including CUNY faculty and staff, incarcerated and community-based students, and the Department of Corrections and Community Supervision (DOCCS).

P2CP is part of the Institute's continuum of services which provide access to college programming and academic support through various activities at seven state prisons, an OCFS secure center, and Rikers Island. The Institute also provides comprehensive, community-based services through College Initiative, a program that supports over 300 students to successfully access and complete degrees across 20 CUNY campuses as well as other universities and colleges in New York City.

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## Other Duties

Specific responsibilities of the Program Coordinator include:

- Coordinating recruitment of new cohorts of incarcerated students. These responsibilities include: scheduling program information sessions, CUNY admissions test preparation workshops, CUNY admissions testing, and applicant interviews in collaboration with other P2CP staff, the Academic Director, and DOCCS staff at multiple prisons across New York State.
- Coordinating the admissions process for incarcerated applicants. These responsibilities include: facilitating information sessions for prospective students, ordering and submitting student transcripts and creating and submitting CUNY applications on behalf of applicants, and more. Processing applications requires regular communication with other P2CP staff and John Jay College's Office of Admissions.
- Coordinating the financial aid application process for incarcerated applicants and continuing students. These responsibilities include the collection and review of students' financial information, including tax, selective service, and student loan documentation. This work requires regular communication with other P2CP staff and John Jay College's Office of Financial Aid.
- Ensuring the enrollment of incarcerated students into appropriate courses. This work requires coordination with the Academic Director and John Jay College's Office of the Registrar.
- Coordinating the clearance process for teaching faculty, Learning Exchange students, visiting speakers, and Institute staff who support program operations at relevant correctional facilities. These responsibilities include regular communication with various community-based stakeholders, Institute and John Jay College staff, faculty, students, and DOCCS.
- Creating an accurate academic calendar that reflects all coursework, workshops, and events that will be held within Otisville State Correctional Facility and other relevant correctional facilities for each academic year.
- Coordinating with the Academic Director and DOCCS staff to ensure that course materials are approved and distributed to students prior to each semester.
- Coordinating the ordering and shipping of school supplies and the collection, review and distribution of academic materials for incarcerated students.
- Coordinating the use of distance-learning technologies as necessary to ensure continuity of programming throughout the ongoing Coronavirus pandemic.
- Corresponding with students via an online secure messaging portal.
- Serving as a primary liaison to the P2CP clerks, a group of incarcerated students who contribute to the program's administration.
- Updating and facilitating the college skills course, *Strategies For Success*, which meets six times over the course of a P2CP student's first semester in the program.
- Contributing when applicable to considerations of students' Academic Counseling matters, Parole reference letters, etc.
- Updating and maintaining an online database system and paper files to accurately reflect student enrollment, degree progress, time to release, and reentry planning.
- Assisting with data collection and analysis for program management and reporting purposes in coordination with other P2CP staff.
- Writing reports for funders
- Occasional travel to correctional facilities as required.
- Other duties as assigned.

## Qualifications

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The ideal candidate will have:

- Excellent communication and interpersonal skills.
- Strong organizational skills and 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.
- Demonstrated ability to both 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.
- A commitment to contributing to opportunity and equity for incarcerated and formerly incarcerated people.
- Bachelor's degree in public administration, social work, criminal justice, or related fields is preferred.
- Proficient in Microsoft Office Suite: Word, Excel, Outlook, and PowerPoint.
- A valid driver's license.
- The ability to be cleared as a DOCCS volunteer.
- Knowledge of the criminal justice system and higher education administration preferred.

**How to apply:** Submit an updated resume, cover letter and desired salary through the CUNY Research Foundation Employment Portal.

### **About the John Jay College Institute for Justice and Opportunity**

The John Jay College Institute for Justice and Opportunity (the Institute) is one of twelve institutes that collectively comprise the Research Consortium of the City University of New York (CUNY). The Institute is a center of research and action at the John Jay College of Criminal Justice. The Institute 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, the Institute focuses much of its work on increasing access to higher education and career pathways for people with conviction histories. The Institute's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy.

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