
Job Title	Program Associate
PVN ID	JJ-2012-003776
Category	Clerical/Office Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Institute for Justice and Opportunity
Status	Full Time
Annual Salary	\$40,000.00 - \$40,000.00
Hour(s) a Week	35
Closing Date	Feb 03, 2021 (Or Until Filled)

General Description

The John Jay College Institute for Justice and Opportunity (the Institute) seeks a full-time Program Associate to administer the daily operations of the Prison-to-College Pipeline (P2CP), a college-in-prison program at Otisville State Correctional Facility. The Program Associate is supervised by the P2CP Manager and works in collaboration with the Director of Statewide Educational Initiatives, the P2CP Academic Director, the Intake and Support Services Manager and other members of their team, 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 management of the program application process for prospective incarcerated students, including coordination of the college and financial aid application processes, coordination of volunteer clearances for faculty, staff, and other guests involved in the program, and the purchasing and distribution of academic materials for incarcerated students in collaboration with DOCCS.

P2CP is part of the Institute's continuum of services which provide access to college programming and academic support through various activities at Otisville Correctional Facility, 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 annually to successfully access and complete degrees across 25 CUNY campuses as well as other universities and colleges in New York City.

The Program Associate is responsible for managing the day-to-day administration of the Prison-to-College Pipeline (P2CP) in collaboration with the P2CP Manager, Academic Director, and Director of Statewide Educational Initiatives. Responsibilities include regular engagement with key stakeholders, including John Jay College partners in admissions, financial aid, and the registrar's office; CUNY faculty and staff; incarcerated and community-based students, and the Department of Corrections and Community Supervision (DOCCS).

Other Duties

Specific responsibilities of the Program Associate include:

- Coordinating the recruitment of new cohorts of incarcerated students. Responsibilities include: maintaining an updated list of interested applicants and co-facilitating program information sessions in collaboration with other P2CP staff at Otisville Correctional Facility.
- Coordinating and completing the admissions process for incarcerated applicants. Responsibilities include: assisting applicants with the completion of P2CP application materials, ordering and submitting student transcripts, creating and submitting CUNY applications on behalf of applicants, and addressing any barriers to successfully completing the application process. Processing applications requires regular communication with other P2CP staff, John Jay College's Office of Admissions, and incarcerated applicants.
- Coordinating the financial aid application process for incarcerated students. Responsibilities include the collection and review of students' financial information, including taxes, selective service, and student loan documentation. This work requires regular communication with other P2CP staff, John Jay College's Office of Financial Aid, and incarcerated students.
- Coordinating the DOCCS clearance process for teaching faculty, Learning Exchange students, visiting speakers, and Institute staff who support program operations at Otisville. These responsibilities include regular communication with various community-based stakeholders, Institute and John Jay College staff, faculty, and students.
- Coordinating the purchase, shipment, and distribution of course materials and school supplies for incarcerated students.
- Updating and maintaining student records using spreadsheets, online database systems, and paper files to accurately reflect student enrollment, degree progress, parole hearing dates, and other information related to release from prison.
- Assisting in one-on-one and group academic counseling and academic reentry planning to P2CP students throughout their program enrollment in collaboration with P2CP staff and the Academic Director:
 - Co-facilitating FAFSA completion and academic counseling sessions
 - Providing information and guidance relative to student's academic goals and challenges, degree plans, personal issues related to enrollment, and academic probation
- Assisting with data collection and analysis for program management and reporting purposes in coordination with other Institute staff.
- Regular travel to correctional facilities as required.
- Other duties as assigned.

Qualifications

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 service 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.
- Associate's degree in public administration, social work, criminal justice, or related fields is preferred.
- Skilled 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.

Submit an updated resume and cover letter.

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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