

<b>Job Title</b>	Academic Counselor
<b>PVN ID</b>	JJ-2108-004176
<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>	\$47,000.00 - \$47,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 01, 2022 (Or Until Filled)

## General Description

The John Jay College Institute for Justice and Opportunity is looking for an **Academic Counselor**. Under the supervision of the Manager of College Initiative, the Academic Counselor is responsible for college access and transition counseling, ongoing support to enrolled college students, and collaboration with the College Initiative team around shared workshop/ group facilitation responsibilities, internal referrals for additional support or to the College Initiative Mentoring and Alumni networks. In addition, the Academic Counselor will collaborate with the College Initiative team to enhance and improve program operations and offerings and engage in other special projects as needed.

Ideal candidates will be trauma-informed and 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 visit correctional facilities to meet and engage with potential students returning to the community from prison.

### ABOUT THE INSTITUTE

As a champion of institutional, structural, and personal transformation, the John Jay College Institute for Justice and Opportunity (The Institute) 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. Recognizing the transformational power of education, the Institute focuses much of its work on increasing access to higher education for people with criminal histories. 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/>

## Other Duties

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- Provide trauma-informed academic counseling and support services to an active caseload of up to 65 students.
- Deliver 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 college readiness assessments and make appropriate referrals for internal, campus and community-based supports, and resources to support students in reaching their educational goals.
- Assist students in navigating barriers to enrollment including becoming financial aid eligible and developing a timeline for applications and enrollment.
- Advocate for students with collateral partners/organizations/ agencies to promote and support their interests and rights.
- Participate and present at case conferences and supervision meetings to ensure the delivery of holistic and coordinated services and supports across units.
- Develop workshop content for students that address common issues/questions in higher education.
- Facilitate workshops and orientations as needed, both in-person and virtually.
- Document all work with students into a database, daily.
- Work with team to regularly review relevant program data to assess trends and improve outcomes.
- Participate in weekly Academic Counseling meetings.
- Participate in leadership opportunities and training to enhance professional development and growth.
- Manage additional projects that will support student engagement and opportunity (e.g., coordinate newsletter or contribute to resource guide or manage outreach, etc.).
- Participate in agency-wide committees and professional development opportunities.

## Qualifications

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- 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.
- Demonstrated organizational skills and ability to advance multiple projects at once.
- Demonstrated commitment to anti-racism and social justice.
- Demonstrated commitment to delivering trauma-informed services.
- Bilingual abilities are a plus (Spanish).
- Knowledge of Motivational Interviewing a plus.

Candidates with lived experience are strongly encouraged to apply. Please send cover letter and resume.

*At the Institute, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. The Institute believes that diversity and inclusion among our teammates is critical to our*

*success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.*