

---

<b>Job Title</b>	Program Associate, P2CP
<b>PVN ID</b>	JJ-2307-005743
<b>Category</b>	Administrative Services
<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 - \$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 22, 2024 (Or Until Filled)

## General Description

---

The Prison-to-College Pipeline Program Associate is responsible for assisting with the daily administrative operations of the Prison-to-College Pipeline (P2CP), a college-in-prison program at Otisville State Correctional Facility. The P2CP Program Associate is supervised by the P2CP Program Manager, who is supervised by the Director of Statewide Educational Initiatives. The Program Associate works in collaboration with the Director of Statewide Educational Initiatives; the P2CP Academic Director; P2CP professors; P2CP alumni; the Staff Attorney; the Intake and Support Services team; the Reentry Technical Assistance Coordinator; the Finance and Operations team; the Data Management team; several administrative departments of John Jay College, including the Admissions Office, Financial Aid Office, Office of the Registrar, Office of the Bursar, and Office of Academic Credit Evaluation; and the New York Department of Corrections and Community Supervision (DOCCS).

### ABOUT THE INSTITUTE:

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 as a champion of institutional, structural, and personal transformation. 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, and technical assistance. To learn more please visit our website: <https://justiceandopportunity.org/>

## Other Duties

---

## Essential Responsibilities

Major responsibilities of the P2CP Program Associate include assistance with the day-to-day administration of P2CP, including:

- Coordinating recruitment of incarcerated applicants, including:
- Coordinating the financial aid application process for incarcerated students
- Assisting with the clearance and distribution of reading materials, school supplies, and workshop resources for incarcerated students
- Managing correspondence between the program and incarcerated students on behalf of the program
- Academic counseling and advising
- Assisting with DOCCS clearances for all faculty, staff, guest speakers, and Institute staff who support program operations at Otisville
- Scheduling classes and events between Institute staff and students at Otisville; troubleshooting in coordination with DOCCS
- Co-planning alumni networking events, including:
  - Co-creating event agenda
  - Creating and sending invitations
  - Tracking RSVPs
  - Securing space and food orders
  - Providing support to program alumni to increase participation.
  - Co-hosting event
- Overseeing printing, distribution, and collating of semesterly Student Evaluation of Faculty forms
- Assisting with other duties, as assigned
- Occasional travel to Otisville is required.
- Additional responsibilities include liaising with the Data Management team to assist with building out Salesforce and working with the P2CP team to regularly review relevant program data to assess trends and improve outcomes. The P2CP Program Associate also assists with preparing materials for funders, coordinating with P2CP alumni, as needed.

## Qualifications

---

Qualifications:

- Associate degree in public administration, criminal justice, social work, or related field is required.
- Two years administrative experience is preferred; equivalent combinations of education and experience will be considered.
- Excellent written communication and interpersonal skills
- Strong organizational skills and attention to detail
- 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
- A commitment to contributing to opportunity and equity for incarcerated and formerly incarcerated people
- Knowledge of the criminal justice system is preferred

- Commitment to delivering trauma-informed services
- Committed to working in an anti-racist and social justice-centered environment
- Demonstrate curiosity and a willingness to learn
- Skilled in Microsoft Office Suite: Word, Excel, Outlook, and PowerPoint
- Experience with Salesforce desirable
- A reliable form of transportation
- Ability to be cleared as a DOCCS volunteer

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.