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| Job Title | Program Assistant |
| PVN ID | LA-1611-001518 |
| Category | Instruction and Social Service |
| Location | LAGUARDIA C. C. |
| Department | CUNY Next Steps |
| Status | Full Time |
| Annual Salary | \$35,000.00 - \$35,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Jan 30, 2017 (Or Until Filled) |

General Description

CUNY Next Steps is an innovative program initiative on Rikers Island, comprised of a partnership between LaGuardia Community College, Hostos Community College, STRIVE International and the New York Writers Coalition to provide detainees with educational, occupational and therapeutic services. The goal of the program is to reduce participant idleness by offering meaningful instruction that will promote self-development, occupational/career exploration, introspection and introduce students to opportunities and resources that support productive and constructive lives both while incarcerated and upon release to the community. A component of the program also provides post-release services.

We are currently seeking a **Program Assistant** to join our team at the George R. Vierno Center (GRVC).

Responsibilities

- Coordinate, record and track daily attendance for classes
- Be willing to be trained to serve as a substitute Instructor when Instructional staff are absent
- Be willing to be trained to serve as a tutor and/or support for Instructional staff with students who require it
- Track and maintain program data and generate reports as needed
- Maintain inventory of program supplies and monitor levels of need
- Maintain inventory of program forms and monitor levels of need
- Together with Site Director, identify and orientate new students
- Perform other duties as assigned by supervisor

Other Duties

Qualifications

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- Passion and commitment for working with underserved populations and belief in the goals/mission of the Next Steps Program
 - Human Services experience required, experience in workforce development and/or working with criminal justice populations preferred
 - Proficiency in Microsoft-based programs: Word, Excel, PowerPoint and Outlook.
 - High School Diploma required, Associate Degree Preferred—will consider comparable specialized training in lieu of degree
 - Ability to multi-task, meet tight deadlines
 - Willingness to adhere to observance of strict boundaries when working with inmates as required in correctional settings
 - Willingness to maintain confidentiality of individuals served
 - Must be able to pass correctional background check and security clearance
 - Candidates who have overcome previous criminal justice involvement are encouraged to apply
 - Bilingual English/Spanish preferred