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<b>Job Title</b>	Program Coordinator, Correctional Education Partnership
<b>PVN ID</b>	LA-2305-005591
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Enrollment Services - ACE
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 03, 2023 (Or Until Filled)

## General Description

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LaGuardia Community College (LAGCC) is seeking a Program Coordinator for its new Correctional Education Partnership serving justice-involved students. Under the supervision of the Director of Enrollment Services of the Division of Adult & Continuing Education (ACE), the Program Coordinator will support justice-involved students in navigating the program selection and enrollment processes for workforce training, pre-college, and Associate degree programs at the college.

Key elements of the role include: (1) Strengthening recruitment activities to attract more justice-involved students, including more off-campus outreach, orientation and recruitment sessions, and collaborations with CBOs and correctional facilities; (2) Developing and delivering support services, including specialized advising and counseling, to ensure the academic and career success of justice-involved students at LaGuardia; (3) Leading planning, coordination, and assessment activities to strengthen the programs of the Correctional Education Partnership; and (4) Increasing LaGuardia's participation in meetings, events, conferences, and initiatives related to the education and training of incarcerated and formerly incarcerated students.

This is a full-time position funded through June 2025 through the Correctional Education Partnership Grant provided by the Ichigo Foundation to the college to coordinate, expand, and improve its efforts serve justice-involved students.

### **Duties include but are not limited to:**

#### Outreach, Recruitment, and Advising

- Develop and manage relationships with community organizations and correctional facilities to facilitate student recruitment.
- Partner with faculty engaged in educational programs inside correctional facilities, providing on and off campus supportive services to facilitate recruitment and enrollment.
- Recruit and screen applicants for program participation.
- Conduct and attend open-houses and education/career fair events targeting individuals with criminal justice involvement.

- Lead recruitment efforts for workforce training and pre-college programs within ACE, and collaborate with the Division of Enrollment Management to recruit justice-involved pre-release and post-release students interested in pursuing Associate degrees.
- Support students through the enrollment processes, including applying for financial aid, scholarships, work-study, schedule planning, etc., including support mechanisms for incarcerated individuals.
- Ensure that students have access to training, tutoring, advising, and other resources they may need to develop the skills and competencies required for both classroom and career success. This will include partnering with other college offices and programs with expertise and resources in these areas, including expertise in fostering peer support and mentoring.
- Work with students to create comprehensive academic/training plans with appropriate goals and milestones.
- Support campus and university-sponsored professional development training initiatives for CUNY faculty and staff that address the unique issues impacting students with criminal justice involvement.
- Attend campus-wide enrollment and advising meetings to remain up-to-date with best practices and changes to procedures.

### Case Management and Reporting

- Track student recruitment, attendance, retention, completion, performance, and transfer/employment outcomes.
- Identify students with academic, attendance, behavioral, and/or personal issues affecting their performance by regularly communicating with faculty, advisors, and staff that are part of the students' academic journey.
- Provide crisis intervention, support, and referrals to social services for students with obstacles to their success.
- Serve as an advocate for students referred for social services or other support, which may include scheduling appointments, troubleshooting problems, and following-up regarding outcomes and possible on-going needs.
- Complete the program analysis and reporting requirements for the funder of the program.
- Work with the Grants Office to ensure grant milestones are met and documented.
- Collect and manage student data.

### General Program Management

- Produce promotional materials for the initiative in collaboration with the Division of Communication and External Affairs.
- Convene meetings as needed with faculty, administration, correctional facility, and CBO liaisons to discuss program success/concerns.
- Work closely with college departments that provide student support and/or have resources and expertise to ensure the success of justice-involved students.
- Convene and manage an advisory committee to guide and support the work of the Correctional Education Partnership.
- Participate as needed in local, state, regional, and national associations focused on the education, training, and career success of justice-involved students.

## Other Duties

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- Other duties as assigned.

## Qualifications

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### **Qualifications:**

- A Bachelors' Degree in a directly related field of study from an accredited institution, an appropriate certification of specialization, and no fewer than three (3) years of progressively responsible experience of related work; OR,
- An advanced degree in a related field of study from an accredited institution, an appropriate certification of specialization, and one (1) year experience performing responsible related work; AND
- Possession of the core competencies determined to be required at the time of hire.

### **Core Competencies:**

- Working knowledge of an information, learning, counseling or coaching specialty as evidenced by study, training, or certifications; and by prior instructional, counseling, or technical experience.
- Ability to maintain confidentiality of student records, as appropriate.
- Ability to convey simple to somewhat complex concepts and processes to clients, peers, senior administrators, instructors, students, a relevant target community, and parent groups.
- Ability to work under deadlines, with changing priorities.
- Working knowledge of current college financial aid, enrollment, retention, and recruitment practices.
- Ability to respond calmly to emergencies and to fashion solutions to student, administrative, or technical problems; ability to seek assistance when needed.
- Ability to establish community networks and deal effectively with community groups.
- Ability to write clearly and produce/edit accurate, well-organized, and understandable reports.
- Knowledge of pertinent Federal, state, and local laws and regulations governing the area of specialization.
- Knowledge of major computer software, or software of equivalent complexity, used in the learning/counseling environment or in technical support of the project.
- Ability to use computer or other systems to accurately log and monitor inventories, to securely store equipment, and to comply with other security protocols.
- Ability to provide oral presentations in-person and virtually to prospective students and/or community partners
- Ability to participate in training of moderate complexity, and, in turn, train others in new or upgraded theories, techniques, applications, practices, etc.
- Ability to communicate effectively; ability to listen and respond to the concerns/ideas of others.
- Ability to work on a team, as well as work independent