



Job Title	Program Coordinator, Accelerated College Transition (ACT)
PVN ID	LA-2311-005958
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Academic Affairs
Status	Full Time
Annual Salary	\$68,000.00 - \$72,000.00
Hour(s) a Week	35
Closing Date	Jan 08, 2024 (Or Until Filled)

General Description

LaGuardia Community College (LAGCC) is seeking a Program Coordinator for its newly created Accelerated College Transition (ACT) project providing wraparound resources serving the pre and post release educational needs of men residing in New York State Department of Correction and Community Supervision's (DOCCS) Queensboro Correctional Facility (QCF). Under the direct supervision of faculty investigators as set forth in the provisions of the US Department of Justice FY 23 Second Chance Act Improving Reentry Education and Employment Outcomes award, the Program Coordinator will facilitate and oversee the daily operations of the ACT support staff whose responsibilities include prerelease recruitment; assistance in facilitating pre and post release enrollment in Associate degree and Continuing Education programs at QCF and at the college; case management; and performance tracking to determine overall program effectiveness.

Key elements of the role include:

- (1) Strengthening recruitment activities, including participation at orientation sessions, to engage QCF residents eligible for enrollment in prerelease credit bearing and GED classes offered by ACT at the facility; facilitation of prerelease college enrollment and FAFSA processing for QCF students slated to attend post release classes at LaGuardia; and working with the Correctional Education Partnership in developing collaborative strategies leading to effective recruitment and outreach with DOCCS facilities transferring prospective ACT participants to QCF.
- (2) Developing and delivering wraparound resources and services as appropriate, including advising and case management from prerelease through program completion and graduation, that will increase the likelihood of post release academic and career success of QCF students enrolled in the ACT program; working with the Correctional Education Partnership in developing an effective service referral protocol with community based organizations approved by ACT project investigators to deliver post release services to ACT program participants.
- (3) Representing the ACT project at bimonthly meetings of the NYS Division of Criminal Justice Service Queens County Reentry Task Force, events including regularly scheduled Reentry Resource Fairs sponsored by QCF, conferences, and initiatives as appropriate related to the promotion of correctional education

initiatives for incarcerated and formerly incarcerated students.

(4) Working with ACT investigators and DOCCS administrators in employing best practices protocols to develop an IRB-approved research plan that will effectively assess the effectiveness of the ACT project in increasing on-campus enrollment, completion of Continuing Education courses, graduation from academic programs leading to an associate degree, and ACT's overall effectiveness in reducing recidivism; preparing performance activity reports as required under the terms of USDOJ funding requirements in connection with the ACT project.

(6) Providing advisement and transfer enrollment services to LaGuardia Community College for prerelease students who, prior to or during their period of incarceration, earned prior learning credits from accredited academic programs.

(6) Oversee the overall day-to-day operations of the ACT project support staff, ensuring that best practices protocols are consistently applied in completing tasks in furtherance of meeting project performance milestones and objectives.

This is a full-time position funded through September 2026 with Grant No.13820944 awarded to the Research Foundation of LaGuardia Community College by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice as part of the 2023 BJA FY 23 Second Chance Act Improving Reentry Education and Employment Outcomes to strengthen education and employment outcomes for individuals returning to their communities after a period of incarceration.

Duties include but are not limited to:

Outreach, Recruitment, and Advising

- Develop and manage relationships with the Correctional Education Partnership at LaGuardia, community organizations and DOCCS correctional facilities to facilitate student recruitment for the ACT project.
- Collaborate with faculty engaged in educational programs inside QCF, 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 pre-release and post-release students interested in pursuing Associate degrees, pre-college and workforce development.
- Support students through the enrollment processes, including applying for financial aid, scholarships, work-study, schedule planning, etc., including support mechanisms for QCF residents.
- 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.
- Oversee the work of ACT support staff in creating 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 formerly incarcerated students.
- Attend campus-wide enrollment and advising meetings to remain up-to-date with best practices and changes to administrative procedures.

Case Management and Reporting

- Track ACT project 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 collaboratively with QCF administrators and officers to facilitate a smooth and effective continuum of ACT project prerelease and post release operations
- Work closely with college departments that provide student support and/or have resources and expertise to ensure the success of justice-involved students.
- Participate as needed in local, state, regional, and national associations focused on the education, training, and career success of justice-involved students.

Other Duties

- Other duties as assigned by ACT project Investigators.

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