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<b>Job Title</b>	Prison to College Liaison, Accelerated College Transition
<b>PVN ID</b>	LA-2501-006660
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Academic Affairs
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$25.00-\$30.00
<b>Hour(s) a Week</b>	20.00
<b>Closing Date</b>	Apr 10, 2025 (Or Until Filled)

## General Description

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LaGuardia Community College (LAGCC) is seeking a Prison to College Liaison for its newly created Accelerated College Transition (ACT) project. ACT provides credit-bearing college courses and selected Continuing Education courses, with 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 Prison to College Liaison will assist in facilitating prerelease class recruitment, providing individual assistance in facilitating post release post release enrollment in Associate degree and Continuing Education programs at the college; case management; and performance tracking to determine the program's overall effectiveness.

Key elements of the role include, but not limited to:

- Participating in recruitment activities, including orientation sessions, regularly scheduled Reentry Resource Fairs sponsored by QCF, and conferences as, to engage QCF residents eligible for enrollment in prerelease credit bearing and Continuing Education classes offered by ACT at the facility
- Providing assistance facilitating post release 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
- Providing case management from prerelease through program completion and graduation, including making referrals to partnering reentry community providers in delivering wraparound resources and services as appropriate

This is a part-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.

## Other Duties

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### 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.
- 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.

### Case Management and Reporting

- Track ACT project student recruitment, attendance, retention, completion, performance, and transfer/employment outcomes.
- Assist in completing the program analysis and reporting requirements for the US Bureau of Justice Assistance.
- Work with the Grants Office to ensure grant milestones are met and documented.
- Collect and manage student data.
  - Other duties as assigned by ACT project Investigators.

## Qualifications

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- 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 work under deadlines, with changing priorities.
- Ability to respond calmly to emergencies and to fashion solutions to student, administrative, or technical problems; ability to seek assistance when needed.
- Ability to write clearly and produce/edit accurate, well-organized, and understandable reports.
- 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
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- An Associate's Degree in a directly related field of study from an accredited institution, and no fewer than three (3) years of progressively responsible experience of related work;
  - Possession of the core competencies determined to be required at the time of hire.