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| Job Title | Program Associate |
| PVN ID | JJ-1607-001255 |
| Category | Managerial and Professional |
| Location | JOHN JAY COLLEGE OF CRIMINAL JUSTICE |
| Department | Prisoner Reentry Institute |
| Status | Full Time |
| Annual Salary | \$38,000.00 - \$45,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Dec 01, 2016 (Or Until Filled) |

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Program Associate to provide support to two exciting new statewide initiatives designed to increase access to higher education for people with criminal justice involvement. The College-in-Prison Reentry Initiative is a five-year project to increase the number of people enrolled in college while they are incarcerated in NYS prisons. It is funded by the District Attorney of New York (DANY) as part of their Criminal Justice Investment Initiative (CJII). PRI has been engaged as the Education Coordinator to provide technical assistance and support to CJII grantees. Simultaneously, PRI is also embarking on a project to map the landscape of higher education in New York State prisons. The study will collect qualitative and quantitative data to describe the educational profile of people incarcerated, and make recommendations for a more integrated system. To learn more about PRI and its mission, please visit www.johnjaypri.org.

Other Duties

The Program Associate will be supervised by the Project Director and will be responsible for maintaining the systems that are central to these initiatives:

- Inputting work plans and tracking progress on project management software
- Maintaining the project calendar, a list of contacts, scheduling meetings, and making travel arrangements
- Follow-up on meetings, including transcription of notes, thank you's, and preparation of finance reports
- Coordinating events with internal and external partners, including reserving space, arranging audio visual and food services, compiling event materials, managing registration, and conducting post-event follow up
- Maintaining project's electronic and hard-copy filing system
- Assisting sites in processing DOCCSs volunteer applications and obtaining clearances and approval of course materials for prison-based academic programs
- Periodically updating project informational materials
- Providing general administrative and research support to the Educational Initiatives team

- Other duties as assigned

Qualifications

The ideal candidate will have good project management and organizational skills, combining attention to detail with productivity. We are seeking candidates who balance self-directive and collaborative instincts, and who have good interpersonal skills. Candidates should have:

- Ability to manage multiple deadlines and navigate shifting priorities
- Excellent computer skills including, but not limited to, Microsoft Excel, Office, Powerpoint, meeting scheduling software, project management software, internet research
- Excellent written and verbal communications skills and ability to effectively communicate with diverse constituent groups
- Facility at developing and managing relationships and ensuring accountability among colleagues and partners
- An undergraduate degree and related professional experience is desired.