

Job Title	Academic Counseling Coordinator
PVN ID	JJ-1802-002350
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Prisoner Reentry Institute
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Apr 23, 2018 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Academic Counseling Coordinator to support the work of College Initiative (CI)—a project of PRI's Educational Initiatives (EI)—dedicated to creating successful pathways to college for students who have been involved in the criminal justice system. Under the supervision of the Director of College Access, the Academic Counseling Coordinator is responsible for providing leadership and supervision to the Academic Counseling staff. CI serves over 300 people a year across 19 CUNY campuses and a range of other institutions of higher learning. The goal of CI is to engage people who have been involved in the justice system in pursuing higher education in the community and to aid them in successfully completing their degrees. CI services include outreach, academic counseling, assistance in obtaining financial aid and enrollment, peer mentoring, and supportive workshops to students and CI alumni. The Academic Counselors support student success by helping them navigate and break down the barriers to higher education.

The ideal candidate will be knowledgeable about strategies for overcoming barriers to college enrollment, supportive services for returning students—especially within the City University of New York—and the challenges associated with reentry. This position may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the use of various databases to track student data.

About the Prisoner Reentry Institute

The Prisoner Reentry Institute (PRI) is one of twelve institutes that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. PRI's diversified portfolio reflects an overall focus on understanding what it takes for people to live successfully in their communities after contact with the criminal justice system, and on increasing the effectiveness of the professionals and systems that work with them. Central to PRI's work is a commitment to creating access to higher education for people who have been involved in the criminal justice system. This goal is pursued through PRI's Educational Initiatives, which currently provide college access programs in six state prisons and Rikers Island, and community-based services to increase the number of incarcerated and formerly incarcerated people who go to college and succeed there. The Educational Initiatives are complemented by PRI's Fellowship Initiatives, which provide opportunities for students to combine their academic learning with field placements and professional

development opportunities. PRI is the administrator of the NYC Justice Corps, which seeks to build beneficial relationships between communities and young people who are returning to the community after criminal justice involvement. We also undertake policy initiatives, focusing especially on housing options available to people after incarceration. To learn more about our work, please visit www.johnjaypri.org.

Other Duties

Reporting to the Director of College Access, the Academic Counseling Coordinator will:

- Provide supervision and support for the Academic Counseling staff MSW interns, and undergraduate Fellows working with College Initiative
- Keep up to date on best practices in the field of academic counseling
- Lead weekly counseling team meetings to share best practices and problem solve as a team
- Participate in weekly Educational Initiatives staff meetings
- Track student enrollment and retention data for internal evaluation and reporting purposes
- Document student highlights and achievements
- Oversee the development and circulation of Educational Initiatives Student Newsletter
- Monitor Academic Counselors caseloads to help counselors develop effective engagement strategies
- Coordinate with Intake and Resource Coordinator, Mentoring and Alumni Coordinator, and correctional facility based staff to create a cohesive support system across EI's continuum of services
- Work with Intake and Resource Coordinator to make Academic Counselor assignments for new students
- Develop strategies for continued professional development for academic counseling staff

Qualifications

We are seeking a candidate who has experience in providing academic counseling or related services to students and/or people involved in the criminal justice system. In addition, candidates should have:

- A Master of Social Work degree and at least two years of experience in counseling, college readiness programming or reentry services, or the equivalent
- Previous experience supervising direct-service staff
- Knowledge of the college application process for both undergraduate and graduate applicants; knowledge of the CUNY application process is particularly useful
- An understanding of how to effectively support students once enrolled
- Demonstrated ability to respond calmly and thoughtfully to emergencies and to develop solutions in partnership with staff, students, and relevant stakeholders
- Ability to work independently and collaboratively in a demanding and complex work environment, to carry out complex assignments in a timely manner and to adapt to changing situations and priorities
- Training in Motivational Interviewing desirable
- Experience with Salesforce desirable
- Individuals with prior criminal justice involvement are encouraged to apply, and must be able to gain clearance in NYC Department of Corrections (DOC) and NYS Department of Corrections and Community Supervision (DOCCS) facilities. For more information, please review [DOCCS policies](http://www.doccs.ny.gov/Directives/4750.pdf)(<http://www.doccs.ny.gov/Directives/4750.pdf>) and [DOC](#)

policies (<http://www.nyc.gov/html/doc/downloads/pdf/VolunteerServicesBooklet071814-single%20page.pdf>).