
Job Title	P2CP Program Coordinator
PVN ID	JJ-1901-002905
Category	Administrative Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	John Jay College Prisoner Reentry Instit
Status	Full Time
Annual Salary	\$45,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Mar 26, 2019 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) of John Jay College of Criminal Justice is seeking a full-time Program Coordinator to administer the daily administrative operations of the Prison-to-College Pipeline (P2CP), a college-in-prison program at Otisville State Correctional Facility. The Program Coordinator is supervised by the Director of Statewide Educational Initiatives and works in collaboration with the P2CP Academic Director, the Intake and Support Services Coordinator, the Statewide Educational Initiatives Program Associate, the administrative departments of John Jay College, and the New York Department of Corrections and Community Supervision (DOCCS). Major responsibilities of the Program Coordinator include the recruitment of prospective students who are incarcerated in prisons across New York State, coordination of the college and financial aid application processes on behalf of incarcerated applicants, coordination of volunteer clearances for faculty, staff, and other guests involved in the program, and the clearance and distribution of academic materials in collaboration with DOCCS.

About the Prisoner Reentry Institute

The Prisoner Reentry Institute (PRI) is one of twelve institutes that collectively comprise the Research Consortium of the City University of New York (CUNY). PRI is a center of research and action at the John Jay College of Criminal Justice. PRI is committed to providing opportunities for people to live successfully in the community after involvement with the justice system. Capitalizing on its position within a large public university and recognizing the transformational power of education, PRI focuses much of its work on increasing access to higher education and career pathways for people with conviction histories. PRI's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy.

To learn more about our work, please visit www.johnjaypri.org.

Other Duties

The Program Coordinator is responsible for managing the day-to-day administration of the Prison-to-College Pipeline (P2CP), which includes regular engagement with key stakeholders, including CUNY faculty and staff, incarcerated and community-based students, and the Department of Corrections and Community Supervision (DOCCS).

P2CP is part of PRI's Educational Initiatives, which provide access to college programming and academic support through various activities at seven state prisons, an OCFS secure center, and Rikers Island. PRI also provides comprehensive, community-based services through College Initiative, a program that supports over 300 students to successfully access and complete degrees across 20 CUNY campuses as well as other universities and colleges in New York City.

Specific responsibilities of the Program Coordinator include:

- Coordinating recruitment of new cohorts of incarcerated students. These responsibilities include: scheduling program information sessions, CUNY admissions test preparation workshops, CUNY admissions testing, and applicant interviews in collaboration with other P2CP staff, the Academic Director, and DOCCS staff at multiple prisons across New York State.
- Coordinating the admissions process for incarcerated applicants. These responsibilities include: ordering and submitting student transcripts and creating and submitting CUNY applications on behalf of applicants. Processing applications requires regular communication with other P2CP staff and John Jay College's Office of Admissions.
- Coordinating the financial aid application process for incarcerated applicants and continuing students. These responsibilities include the collection and review of students' financial information, including tax, selective service, and student loan documentation. This work requires regular communication with other P2CP staff and John Jay College's Office of Financial Aid.
- Ensuring the enrollment of incarcerated students into appropriate courses. This work requires coordination with the Academic Director and John Jay College's Office of the Registrar.
- Coordinating the clearance process for teaching faculty, Learning Exchange students, visiting speakers, and PRI staff who support program operations at relevant correctional facilities. These responsibilities include regular communication with various community-based stakeholders, PRI and John Jay College staff, faculty, students, and DOCCS.
- Creating an accurate academic calendar that reflects all coursework, workshops, and events that will be held within Otisville State Correctional Facility and other relevant correctional facilities for each academic year.
- Coordinating with the Academic Director and DOCCS staff to ensure that course materials are approved and distributed to students prior to each semester.
- Coordinating the ordering and shipping of school supplies and the collection, review and distribution of academic materials for incarcerated students.
- Updating and maintaining an online database system and paper files to accurately reflect student enrollment, degree progress, time to release, and reentry planning.
- Assisting with data collection and analysis for program management and reporting purposes in coordination with other P2CP staff.

- Occasional travel to correctional facilities as required.
- Other duties as assigned.

Qualifications

The ideal candidate will have:

- Excellent communication and interpersonal skills.
- Strong organizational skills and ability to manage multifaceted, complex administrative processes.
- An appreciation for the importance of partnerships and demonstrated experience successfully managing relationships with a diverse array of stakeholders.
- Demonstrated ability to both work collaboratively as a member of a highly-integrated team and the ability to manage priorities independently.
- Ability to effectively manage competing priorities within a fast-paced environment without sacrificing attention to detail.
- A commitment to contributing to opportunity and equity for incarcerated and formerly incarcerated people.
- Bachelor's degree in public administration, social work, criminal justice, or related fields is preferred.
- Proficient in Microsoft Office Suite: Word, Excel, Outlook, and PowerPoint.
- A valid driver's license.
- The ability to be cleared as a DOCCS volunteer.
- Knowledge of the criminal justice system and higher education administration preferred.

How to apply

- Submit an updated resume, cover letter and desired salary through the CUNY Research Foundation Employment Portal.
- Please no emails or phone calls related to this position.