Job Title	Reentry Technical Assistance Coordinator
PVN ID	JJ-1905-003066
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Prison Reentry Institute (PRI)
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 29, 2019 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) of John Jay College of Criminal Justice is seeking a full-time Reentry Technical Assistance Coordinator to support PRI's work as a grantee of the Criminal Justice Investment Initiative's College-in-Prison Reentry Program. The College-In-Prison Reentry Program is a $7.3 million initiative to fund educational programming and academic reentry services at 17 New York State prisons over five years beginning with the fall 2017 semester. This is a joint initiative by Governor Andrew M. Cuomo and Manhattan District Attorney Cyrus R. Vance, Jr. The aim of the College-in-Prison Reentry Program is to significantly increase the likelihood of successful reentry by ensuring that program alumni have the tools they need to continue their education and successfully gain employment upon release.

The Reentry Technical Assistance Coordinator will provide technical assistance to seven different college providers across New York State to support the development of program components that will enhance the reentry success of program participants. The Reentry Technical Assistance Coordinator is supervised by the Director of Statewide Educational Initiatives and works in collaboration with the State University of New York (SUNY), the Institute for State and Local Governance (ISLG) seven college-in-prison providers across New York State, and the New York Department of Corrections and Community Supervision (DOCCS).

Other Duties

The Reentry Technical Assistance Coordinator will provide technical assistance to seven different college providers across New York State in support of building successful reentry planning procedures.

 Specific responsibilities of the Reentry Technical Assistance Coordinator include:

- Acting as a resource on promising practices developed by college-in-prison programs from different parts of the state and nation through research, writing, and the development of resources and presentations to be shared with college and corrections partners

- Cultivating relationships with the seven funded college poviders and
  - Understand a program's existing components
  - Assess program strengths and challenges
  - Strategize ways to enhance program offerings and the reentry success of participating students
  - Provide college and corrections partners with information on promising practices developed in other parts of the state and nation
  - Facilitate relationship building and information sharing between college providers
  - Facilitate relationship building between college providers and corrections partners
  - Connect degree programs offered to emerging workforce needs
- Creating a New York State resource guide to be used by current and future college-in-prison providers in collaboration with DOCCS Central Office staff
- Building a resource of information on reentry services available to students and alumni who are released to different counties across New York State
- Developing and maintaining an online information sharing platform for college providers
- Anually convening college providers to promote information exchange and relationship building.
- Traveling to college campuses and correctional facilities to facilitate site visits
- Other duties as assigned

Qualifications

The ideal candidate will have:

- A systems-oriented approach to assessing opportunity and challenges at the state and local level
- Strong research, writing, and presentation skills
- Strong organizational skills and the ability to manage a multifaceted and dynamic portfolio
- An appreciation for the importance of partnerships and demonstrated experience successfully managing relationships with a diverse array of stakeholders
- Knowledge of the criminal justice system and higher education administration
- Experience working as an administrator of a college-in-prison program or technical assistance is preferred
- Event planning is preferred
- Demonstrated ability to both work collaboratively as a member of a highly-integrated team and the ability to manage priorities independently
- A commitment to contributing to opportunity and equity for incarcerated and formerly incarcerated people
- Bachelor's degree in public administration, criminal justice, behaviorial science or related fields is preferred
- Proficient in Microsoft Office Suite: Word, Excel, Outlook, and PowerPoint
- A valid driver's license and ability to drive
- The ability to be cleared as a DOCCS volunteer

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.

The Research Foundation of the City University of New York is an equal opportunity, affirmative action, Americans with Disabilities Act, E-Verify Employer.