
Job Title	Reentry Technical Assistance Coordinator
PVN ID	JJ-1912-003451
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Prisoner Reentry Institute (PRI)
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	May 16, 2022 (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 Reentry Technical Assistance Coordinator will work directly with college-in-prison providers across New York State, to support and enhance their academic reentry work with the students they serve. The Reentry Technical Assistance Coordinator will report directly to PRI's Director of Statewide Educational Initiatives and will collaborate with multiple stakeholders, including State University of New York (SUNY), funders, college-in-prison providers across New York State, and the New York Department of Corrections and Community Supervision (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. The College-In-Prison Reentry Program is an initiative to fund educational programming and academic reentry services within seven college-in-prison programs in New York State. This is a joint initiative by Governor Andrew M. Cuomo and Manhattan District Attorney Cyrus R. Vance, Jr. 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

Specific responsibilities of the Reentry Technical Assistance Coordinator include:

- Acting as a resource and advisor to college-in-prison programs across New York State to help them develop best practice approaches to academic reentry;
- Cultivating positive, dynamic working relationships with various stakeholders;
- Developing informational resources, tools, and trainings to be shared with college and corrections partners. Examples include:
 - Developing trainings on relevant topics (e.g. college and financial aid application processes; best practices for supporting formerly incarcerated students on campus)
 - Conceptualizing and creating user-friendly “how to” guides for various stakeholders, including students, college administrators and DOCCS;
 - Identifying county-specific reentry resources for stakeholders and partners;
 - Developing and maintaining an online information-sharing platform for stakeholders.
- Assessing program needs of college-in-prison partners and delivering training and technical assistance supports to help them achieve programmatic goals;
- Representing PRI at conferences and meetings across the city and state;
- Organizing an annual convening of college-in-prison providers through a collaborative planning process, to promote information exchange and relationship building;
- Traveling to college campuses and correctional facilities across the state for site visits and other technical assistance activities;
- Other duties as assigned

Qualifications

The ideal candidate will have:

- Bachelor’s degree in public administration, criminal justice, behavioral science or related fields or relevant years of experience is required. Master’s degree or equivalent preferred
- Knowledge of the criminal justice system and/or higher education administration required.
- A systems-oriented approach to assessing opportunities and challenges at the state and local level
- Ability to conceptualize and develop user-friendly, educational and informational materials for varied stakeholder audiences;
- Strong administrative, organizational, research, writing, and presentation skills
- An appreciation for the importance of partnerships and demonstrated experience successfully managing relationships with a diverse array of stakeholders
- Demonstrated ability to 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
- 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
- Ability to work some nights and weekends

