
Job Title	Director of College Access
PVN ID	JJ-2108-004163
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Institute for Justice and Opportunity
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 11, 2021 (Or Until Filled)

General Description

The John Jay College Institute for Justice and Opportunity is seeking a senior level program administrator to be responsible for oversight of Institute programs to increase college access and success for people who have been involved in the criminal legal system. To learn more about the John Jay College Institute for Justice and Opportunity go to [Institute for Justice and Opportunity](#).

The College Access portfolio includes College Initiative (CI) which serves 500 people a year and enrolls students in colleges across CUNY, as well as some SUNY and private colleges; HSE Connect, our partnership with the Manhattan Educational Opportunity Center to aid students in earning their high school equivalency degree; and College Pathways which provides for-credit college classes at Rikers. The Support Services unit conducts intake assessments on new students, provides reentry planning and transitional services to students being released from John Jay's college-in-prison program at Otisville Correctional Facility, and connects students with needed social services in the community. Peer mentoring and alumni activities are important dimensions of the spirit of community and mutual support that distinguish Institute programs.

College Access is currently in the exciting process of restructuring its workflow, program protocols and approach to serving students. In addition, we recently implemented a powerful new database – Salesforce – that will allow staff to engage in continuous quality improvement as we shift toward a more data-driven approach to evaluating our work.

The Institute for Justice and Opportunity is seeking a seasoned leader that can support and lead change, by helping the Programs reach its next level of development. The new director will be committed to leading a team that can provide the highest quality of service to students and will be able to support the growth and development of staff.

This role requires focus, attention to detail, and the ability to manage competing priorities in a fast-paced environment. In addition, successful candidates will possess the ability to support and develop staff and engage and inspire a team. Candidates must be committed to social justice for people with lived experience in the criminal legal system.

The Director reports directly to the Deputy Director of Programs and will supervise the Manager of College Initiative, Manager of Support Services and the Coordinator of Peer Mentoring and Alumni Services. In addition, the Director also manages our relationship with a contracted provider of civil legal services which aids students in cleaning up their rap sheets and learning how to protect themselves from discrimination based on a background check.

Other Duties

The Director of College Access will:

- Oversee all aspects of the organization's College Access programs, including Academic Counseling, Mentoring and Alumni Services and Support Services.
- Directly supervise a staff of three program leaders who collectively supervise 10 staff reporting to them.
- Establish short and long term goals for programs and services under his/her direction and monitor staff progress at meeting the goals
- Ensure that students are receiving high quality services from the Institute
- Lead and support program staff in developing and executing new program systems, protocols, and practices.
- Work with program leaders to ensure that jobs are clearly defined, and staff are properly supported.
- Work closely with community stakeholders to achieve program goals, including program funders, John Jay administrators and faculty, CUNY colleagues, and other consultants.
- Write funder reports and manage program budget; participate in funder calls and meetings.
- Develop data collection and reporting mechanisms on program activities. Manage data collection, prepare reports, and develop quality assurance and program improvement systems based on data analysis.
- Represent the Institute at community meetings, task forces and conferences.
- Actively serve on the Institute's leadership team
- Create a long-term vision for growth and work with program and executive leadership to realize this vision.

Qualifications

- Minimum 5+ years of leadership experience in the field of human services. Experience with higher ed is a plus.
- A track record of skillful program planning, implementation, and management including work plan and budget development
- Excellent organizational skills and a demonstrated ability to multi-task in a fast-paced environment
- Experience supervising staff and supporting the growth of a team.
- A demonstrated ability to build and maintain strong working relationships with diverse stakeholders.
- Excellent training or facilitation skills
- Strong written and oral communication skills; comfort speaking in public forums
- Experience using data to inform program oversight, management and quality improvement
- Bachelor's degree

- Able to work occasional evenings and weekend hours.

Individuals with relevant life experience are encouraged to apply. **Please include resume with cover letter describing your interest and qualifications.**

Benefits offered through The Research Foundation of CUNY are competitive including 15 vacation and sick days, 4 personal days, a comprehensive health, dental and vision insurance, and finally a pension and retirement plans offered by TIAA.