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| <b>Job Title</b>      | Academic Counselor                   |
| <b>PVN ID</b>         | JJ-1707-001937                       |
| <b>Category</b>       | Instruction and Social Service       |
| <b>Location</b>       | JOHN JAY COLLEGE OF CRIMINAL JUSTICE |
| <b>Department</b>     | Prisoner Reentry Institute           |
| <b>Status</b>         | Full Time                            |
| <b>Annual Salary</b>  | \$40,000.00 - \$45,000.00            |
| <b>Hour(s) a Week</b> | 35                                   |
| <b>Closing Date</b>   | Nov 06, 2017 (Or Until Filled)       |

## General Description

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The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking two (2) full-time Academic Counselors 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 Academic Counseling, the Academic Counselors are responsible for conducting assessments, college transition counseling and outreach to current and prospective students. The Academic Counselors will contribute to student success by helping them navigate the pre-and post- enrollment stages of their participation in the CI community. The Academic Counselors work closely with the other Academic Counselors as well as the Intake and Resource Coordinator to share best practices and resources. Academic Counselors are required to attend weekly Academic Counseling meetings to be up to date on any changes in the field and to share best practices.

The ideal candidates 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 acquisition and application of new technology skills. Academic Counselors also have the opportunity to visit correctional facilities with our Outreach Coordinators to meet potential students while they are still inside.

### 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 Educational Initiatives, which currently provide a college access program in six state prisons and community-based services to assist people in enrolling and succeeding in college post-release. The Educational Initiatives are complemented by PRI 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.

## Other Duties

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### Job Responsibilities

Reporting to the Director of Academic Counseling, the Academic Counselor will:

- Provide one-on-one and small group counseling to assist students in navigating the critical steps towards continuing their education, including college preparation/developmental education, and enrollment/financial aid processes
- Conduct assessments of college readiness (both academic and social) and make appropriate referrals for campus and community based resources for students
- Co-facilitate student outreach and program orientations in a variety of settings including, CI's programming office, various correctional facilities across New York State and in community based organizations and criminal justice agencies.
- Participate in all aspects of programming across the Educational Initiatives continuum of services
- Frequent travel throughout the five boroughs of New York City to conduct outreach. Periodic travel in Upstate New York
- Regularly track student progress, document verified enrollment/semester completion, maintain detailed records for each student that will enable staff to identify relevant opportunities, conduct outreach to students and aid in retention efforts
- Identify relevant stakeholders and foster relationships that strengthen supports for our students on and off campus
- Conduct administrative tasks
- Other duties as assigned

## Qualifications

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### Qualifications/Skills

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

- A Bachelors' degree or advanced degree in a related field required, and at least two years of experience

in counseling, college readiness programming or reentry services, or the equivalent

- Demonstrated ability to respond calmly and thoughtfully to emergencies and to develop solutions in partnership with students and relevant stakeholders
- Proven experience engaging diverse stakeholders in professional development and networking activities
- 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
- Individuals with prior criminal justice involvement are encouraged to apply, but 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 \(http://www.nyc.gov/html/doc/downloads/pdf/VolunteerServicesBooklet071814-single%20page.pdf\)](http://www.nyc.gov/html/doc/downloads/pdf/VolunteerServicesBooklet071814-single%20page.pdf).

### **Salary range**

Salary commensurate with experience; \$40,000-45,000.

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