



Job Title	Writing Instructor
PVN ID	JJ-2302-005402
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Institute for Justice and Opportunity
Status	Part Time
Hourly Rate	\$40.00-\$50.00
Hour(s) a Week	9.00-19.00
Closing Date	Mar 14, 2023 (Or Until Filled)

General Description

The Institute for Justice and Opportunity seeks a Writing Instructor to teach writing skills needed for Human Services professional tasks and for course assignments in the Navigator Certificate program for the 2023-2024 academic year.

The Navigator Certificate in Human Services & Community Justice is a partnership across several John Jay departments: operated by John Jay's Institute for Justice and Opportunity, sponsored by Professional Studies, and taught by a team of John Jay faculty and other instructors. This 16-week Certificate program is offered in the fall and spring semesters. Students enrolled in the Navigator Certificate training are working in or seeking employment in the Human Services field, and have been involved in the criminal justice system. The Instructor will develop in-class and homework exercises to support writing skills development leading to mastery of these professional forms.

The Writing Instructor will also provide one-to-one coaching to support students in producing all required written work in the Navigator program (such as 1-2 page reflection essays and a longer paper with analysis and reflection about their human services field work).

Other Duties

In a group/classroom setting, the Instructor will teach core writing skills such as grammar, punctuation, and rhetorical strategies as they apply to professional writing for Human Services.

- The Instructor will provide samples of outstanding writing drawn from professional contexts to serve as models for students.
- The Instructor will also provide one-to-one writing coaching, supporting students in producing written coursework required for the Navigator training.
- The Instructor will develop student skills in reading comprehension and responding in writing to the

academic texts used in the Navigator curriculum.

- The Instructor will join a team of John Jay faculty and consultant instructors who are collaboratively teaching in the Navigator Certificate program.
 - Faculty and instructors are asked to read key materials and to participate in a collaborative development process to ensure that all course components are integrated into a seamless experience for students.
- The Instructor will participate in planning meetings, track student attendance and assignment completion, and maintain ongoing communication with the Institute about student attendance and progress.
- The Instructor will hold office hours/tutoring hours for Navigator students and have some informal contact with students to support the community-building aspect of the program (e.g. attend graduation).
- The Instructor will complete review of student assignments in a timely manner.
 - Many assignments will relate to work and faculty/instructor review may have impact on student professional responsibilities as well as academic development.

Qualifications

- Demonstrated experience and demonstrated success teaching adult learners.
- Experience teaching adult learners who have been disconnected from school or prior teaching in a correctional or criminal justice setting is helpful.
- Proficiency in successful adult learning strategies.
- Interest and availability for collaborative design and implementation.
 - Instructors are asked to contribute their expertise and energy to the success of the program overall, as well as the success of the modules they are teaching
- Firsthand experience with writing as a human services professional is preferred, but not required.
- Familiarity with Blackboard (John Jay online instruction platform) is preferred.
- Masters' degree preferred.

Weekends hours required.

About Institute for Justice and Opportunity and the Navigator Certificate:

The Institute for Justice and Opportunity (a.k.a Institute) is a center of research and action at the John Jay College of Criminal Justice. The Institute has a diverse portfolio of projects that focus on identifying what it takes for people to live successfully in the community after justice involvement and on increasing the effectiveness of the professionals and systems working with them. Capitalizing on its position within a large public university and recognizing the transformational power of education, the Institute focuses much of its work on increasing access to higher education for people with criminal histories. The Institute's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy.

With support from the NYC Mayor's Office of Criminal Justice, the Institute's Career Pathways team offers the Navigator Certificate training program for individuals with lived experience in the criminal justice system who seek employment and careers in human services. The training prepares students to work with others who are also directly impacted by the justice system and to be effective human services professionals. The certificate program is also designed as an on-ramp to higher education.

To achieve these goals, the training curriculum combines a theoretical foundation for human services work in a

community justice context with experiential instruction in crucial skill areas. These skills have been identified by employer-partners and people working in peer mentor and other credible messenger positions as essential for success in the workplace. To learn more about the Certificate curriculum, please see [The Navigator Certificate in Human Services and Community Justice - Institute for Justice and Opportunity](#)

Please submit a resume and a writing sample.

At the Institute, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. The Institute believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.