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<b>Job Title</b>	Manager, College Initiative Program
<b>PVN ID</b>	JJ-2310-005903
<b>Category</b>	Managerial and Professional
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	Institute for Justice and Opportunity
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$70,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 06, 2023 (Or Until Filled)

## General Description

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College Initiative (CI) Manager provides programmatic oversight of the College Initiative (CI) program. The goal of CI is to engage people who have been involved in the criminal legal system in pursuing higher education in the community and to aid them in successfully completing degree and non-degree programs. CI provides outreach, academic counseling, assistance in applying and enrolling in college, a 10-week course to prepare students entering college, and workshops for students and CI alumni. This position may require work hours outside of regular work hours from time-to-time and off-site service delivery/periodic travel.

### **ABOUT THE INSTITUTE:**

As a champion of institutional, structural, and personal transformation, the John Jay College Institute for Justice and Opportunity (The Institute) opens doors and eliminates barriers to success for people who have been involved in the criminal legal system. The Institute is one of twelve research entities that collectively comprise the Research Consortium of 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. 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, and technical assistance.

To learn more please visit our website: <https://justiceandopportunity.org/>

## Other Duties

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- Provide supervision, development, and support to four (4) Academic Counselors.
- Keep up to date on best practices in the field of academic counseling and adult learning for continued professional development for academic counseling staff by researching, networking, and training.

- Create and maintain relationships within the CUNY system and within John Jay College's offices that are relevant to our student population to provide effectively support.
- Lead weekly CI meetings to identifying priorities, student opportunities, address student concerns, and ensure effective coordination between the various program teams.
- Engage in ongoing program evaluation to fine-tune and adapt best practices related to rapport building, student development, retention, and support practices.
- Monitor Academic Counselors caseloads to assist counselors in developing effective engagement, support strategies, and time management practices.
- Coordinate with the Outreach and Onboarding Director with the matching process of new students in the CI program with Academic Counselors.
- Utilize Salesforce database to track student progress, enrollment, and retention, as well as other data points for internal evaluation and for external reporting purposes; working with the IT team to ensure reporting is working properly for both internal and external reporting.
- Participate in funder meetings, reporting on progress of contracted services.
- Liaise with CUNY representatives and internal Institute programming, regarding updates to CUNY calendars, administrative practices, and opportunities for Institute students.
- Oversee and manage bi-annual College Exploration (CE) course that is a 10-week introduction course to college.
- Oversee and coordinate the CI specific events, including the CI annual graduation, with CI staff, Institute, and John Jay College staff.
- Provide outreach in the community and occasionally in correctional facilities for the CI program.
- Oversee the CI spending by monitoring CI staff member's spending on student application and event supplies, as well as participating in regular budget meetings with the Director of College and Career Pathways.
- Collaborate with Human Resources to recruit new staff including interviewing and hiring, as well as overseeing staff's development and evaluations.
- Participate in management meetings, activities, and trainings.
- Other duties as assigned.

## Qualifications

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- Prior knowledge of employment related barriers that justice impacted individuals contend with on a regular basis.
- Demonstrated ability to respond calmly and thoughtfully to emergencies and develop solutions in partnership with colleagues, students and relevant stakeholders
- Understanding of CUNY and the higher education sphere in the tri-state are.
- Experience in event planning
- Innovative spirit and willingness to learn
- Ability to work independently and collaborative in an environment that requires both
- Excel, Powerpoint, and database skills required, Salesforce experience a plus
- Excellent customer service skills for interacting with students, faculty, consultants, facilities staff, and other program partners
- Commitment to delivering trauma-informed services
- Commitment to anti-racism work and social justice
- A Bachelors' degree or advanced degree in a related field required;

- At least five years of experience providing direct service to students and/or justice impacted individuals
- Preferred previous program management experience

**Candidates with lived experience are strongly encouraged to apply. Please send cover letter and resume.**

*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.*