### Illinois-Logo-Full-Color-RGB Education Justice Project

Academic Advisor Application

**Due March 1, 2021**

**COVID-19 Update:** Due to the pandemic, EJP in-person programming at the Danville Correctional Center has been suspended since March 2020 and will remain suspended until further notice. While interested persons are highly encouraged to apply to be an EJP academic advisor and join the EJP community please know that you will not be able to enter the prison as a volunteer until EJP and the Illinois Department of Corrections both determine that it is safe to resume in-person programming.

We are hopeful that the prison will have opened up by the time applicants are cleared for entry into the prison. While we wait, the academic advising team is meeting virtually bimonthly working on projects like creating an academic advisory resource guide and much more! We would welcome your input and support. If interested, please apply!

The mission of the Education Justice project is to build a model college-in-prison program that demonstrates the positive impacts of higher education upon incarcerated people, the communities from which they come, the host institution, and society as a whole.

Academic Advisors support the educational mission of EJP at Danville Correctional Center (DCC) by assisting and working with students toward achieving academic goals and reaching their full potential. Academic Advisors report to the EJP Academic Director, Ellen Ritter. **This position is not paid.**

Academic Advisors responsibilities include:

* Create and maintain positive rapport with EJP students at Danville Correctional Center
* Conduct individualized and group office hours twice monthly with EJP students
* Interpret information, procedures, policies, and academic requirements of EJP certificate and eventual degree programs
* Identify appropriate academic resources designed to assist students toward reaching short- and long-term academic goals
* Collaborate with EJP members to provide strong academic and extra-curricular support programs
* Develop and deliver workshops on academic skills and success
* Assist in data collection on overall Academic Advising program improvement
* Participate in mandatory training prior to the start of the position
* Attend at least one EJP critical climate activity each year (required of all EJP members)

Beyond these responsibilities, we also expect our members to:

* Uphold an inclusive academic advising community culture
* Help us think boldly and creatively about the academic advising program

**Recommended Experience**

We find that people with experience in one or more of the following areas are successful as EJP academic advisors: academic advising, teaching (any level), mentoring, student affairs, adult education, social work, counseling, social work, and working with underserved populations in the community more generally.

We welcome applications from all qualified applicants.

**Please Apply!**

All applications are welcome. However, because EJP aims to create a supportive learning environment for our incarcerated students, we especially encourage applications from individuals whose backgrounds align with those of our students. This includes members of racial minority groups, first-generation degree holders, and individuals from low socioeconomic status backgrounds.

After we receive your application form, we will contact you to discuss your application in an interview. Those who are accepted to work as an EJP academic advisor will be required to complete a lengthy clearance process by the Illinois Department of Corrections, a full day of training at Danville Correctional Center, and a EJP training session on campus. We look forward to receiving your application!

**Questions?**

Please contact Ellen Ritter at [esritte2@illinois.edu](mailto:esritte2@illinois.edu). Thank you!

**Spring 2021 Application Form**

**Education Justice Project**

**Academic Advising**

**(Due March 1, 2021)**

Please complete this form and send it as an attachment to Ellen Ritter, the EJP Academic Director at esritte2@illinois.edu. Thank you!

Name:

Email:

Phone:

Mailing Address:

Submission Date:

How did you hear about the Education Justice Project?

Why are you interested in working with EJP and, specifically, in becoming an EJP academic advisor?

Please tell us about your relevant experience either advising, mentoring, or coaching others.

Please tell us about any experience you may have facilitating group discussions (e.g., teaching at a school or university, in courses you have taken, leading therapy-related groups, facilitating small church discussion groups, or other group facilitation experience where there is open dialogue and perhaps sensitive topics are discussed and facilitated by you).

Working in a prison brings up many feelings and presents a range of challenges for most of us. What do you imagine might be the biggest challenges or concerns for you?

Is there anything else that you would like us to know about you?

Please include the name and contact information for 2 references.

Thank you for your interest in working as an Academic Advisor with the Education Justice Project!

Education Justice Project  
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