

I Education Justice Project

EJP Temporary Site Coordinator Position Description

This is a part-time, temporary position (we anticipate between 20 – 30 hours/week) that we expect to last from July 15 2021 – October 15 2021, by which time we expect to have hired a full-time staff person to oversee EJP’s office at Danville Correctional Center. Unfortunately, we are not able to offer any benefits as this is an “extra help” position.

Major Duties and Responsibilities

- *Logistical coordination of on-site programs* – Oversee scheduling EJP programs and activities at the prison. Create movement passes for EJP students at the Danville Correctional Center (DCC).
- *Office Management* – Oversee EJP’s office at DCC; maintain files and confidential student records.
- *Facilities and Services* – Oversee other EJP facilities, spaces, and equipment at the prison, including the computer lab, resource rooms, and any additional spaces acquired.
- *Student Support* – Serve as an on-site contact and resource for EJP students.
- *Physical Clearance Materials* – Coordinate the collection and delivery of physical clearance materials (e.g., books, DVDs, articles). Create clearance memos and follow clearance procedures according to DCC protocol.
- *Meetings* – Meet regularly with the Academic Director and other EJP staff as needed.
- *Communication* – Monitor and respond to email regularly and promptly. Post communication about the status of EJP programming at DCC on EJP’s intranet portal and calendar as needed.

Required Qualifications

Education

- Bachelor’s degree

Experience

- Minimum of six months’ experience working with EJP or another prison education program

Knowledge

- Demonstrable ability to exercise independent judgment and discretion within fast-moving contexts
- Demonstrable excellent leadership skills
- Demonstrable excellent listening, oral, and written communication skills

- Demonstrated commitment to support incarcerated individuals and individuals of diverse backgrounds

Certification

- Must currently hold IDOC clearance or be in a position to reinstate clearance quickly
- Valid driver's license and ability to drive

Preferred Qualifications

Education

- Graduate degree in any field

Experience

- On-site experience of the EJP program at Danville CC

All applications are welcome. However, because EJP aims to create a supportive learning environment for incarcerated students, we especially encourage applications from individuals whose backgrounds and identities align with those of our student populations. This includes members of racially and ethnically minoritized groups, first-generation degree holders, and/or individuals from low socioeconomic status backgrounds. Please note that the educational classrooms at Danville Correctional Center, which this role will have to access, are located on the second floor and that there is no elevator.

Compensation is on an hourly basis and is commensurate with experience and qualifications.

To apply, please submit a letter of interest, resume or CV, and contact information for three professional references. We will give first preference to applications received by Monday June 21, but this position will remain open until filled. For further information please contact EJP Academic Director Ellen Ritter at esritte2@illinois.edu.

We are required to add this language:

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit "[Policy on Consideration of Sexual Misconduct in Prior Employment](#)." As a qualifying federal contractor, the University of Illinois System [uses E-Verify](#) to verify [employment eligibility](#).