**Visiting Assistant Academic Manager**

Education Justice Project (EPOL)  
College of Education  
University of Illinois at Urbana-Champaign

The Education Justice Project (EJP) seeks a Visiting Assistant Academic Manager. This full-time position is responsible for strengthening coordination between EJP’s for-credit U of I courses and other relevant EJP programming at Danville Correctional Center and for providing on-site support to all EJP programming at the prison.

*The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit*[*http://go.illinois.edu/EEO*](http://go.illinois.edu/EEO)*.*

**Major Duties and Responsibilities**

**Supervisory Duties**

* Supervision - Supervise EJP’s for-credit course instructors;
* Supervision - Provide on-site supervision and pedagogical guidance to all EJP members while they are providing instructional services at Danville Correctional Center;
* Pedagogical Support - Provide pedagogical and strategic support to for-credit course instructors and coordinators of allied programming;
* Training - Develop and administer regular training sessions and training materials for for-credit course instructors.

**Program Management and Development Duties**

* Program Development - Oversee for-credit course instructor selection; manage scheduling and delivery of courses at the prison; implement systems to ensure regular evaluation of courses;
* Program Development - Ensure integration of EJP programs most directly related to for-credit courses, so that they support student academic activities and goals. Relevant programs include for-credit courses, computer lab, community library, tutoring, and workshops;
* Strategic Input – Serve as a member of management team; participate in development of EJP policy, strategies, and procedures;
* Office Management - Oversee EJP’s office at Danville Correctional Center, develop and implement office systems, layout, and equipment procurement. With relevant EJP coordinators, manage other on-site EJP facilities, spaces, and equipment at the prison, including the computer lab, community library, and any other spaces acquired.

**Administration**

* Student Records - Manage students’ “good time” contracts;
* Set Up Courses - Working with the university’s Center for Innovation in Teaching and Learning, through which EJP’s courses are offered, set up for-credit courses each semester;
* Student Records – Oversee EJP’s student management database. Develop and implement systems related to student records;
* Recruitment - Serve as first contact with prospective students; promote EJP among the incarcerated population at the prison.

**Required Qualifications**

* Graduate degree in any field;
* Minimum of two years’ experience as a teacher, trainer, advisor, or similar role;
* Minimum of one year’s experience in a supervisory role in an educational setting or similar (e.g. advising, counseling);
* Demonstrated experience developing new systems or programs;
* Experience working with diverse populations.

**Preferred Qualifications**

* Graduate degree in a related field, e.g. Education, Counseling Psychology, Program Administration, social services;
* Experience providing professional support to college instructors;
* Have been part of a prison education program;
* Prison experience, or experience in similar institutions (e.g. reentry facility, juvenile detention center, immigrant detention center).

**Successful candidates will have:**

* Demonstrated ability to speak with thoughtfulness and critical understanding about teaching and learning;
* Demonstrated ability to speak with thoughtfulness and critical understanding about the social and historical contexts of EJP’s work;
* Demonstrated ability to speak with thoughtfulness and critical understanding on issues of diversity and inclusion;
* Superior managerial, communication, and organizational skills;
* Demonstrated commitment to social justice and equity;
* Solid computing skills (Microsoft Office suite, database experience).

Please note this position is partly based at Danville Correctional Center. EJP classrooms are based on the second floor and we regret that the prison has no elevators.

This is a full-time, visiting academic professional, grant supported, 12-month position subject to the continued availability of funding and programmatic need. Salary is commensurate with experience and qualifications. The expected start date is as soon as possible after the closing date.

To apply, please create your candidate profile at [http://jobs.illinois.edu](http://jobs.illinois.edu/) and upload a letter of interest, resume, and contact information for three professional references by July 1, 2021. For full consideration, candidates must complete the HireTouch application process by the above date. For further information please contact Rebecca Ginsburg at [rginsbur@illinois.edu](mailto:rginsbur@illinois.edu).

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 individuals from low socioeconomic status backgrounds.

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](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=1411899).” As a qualifying federal contractor, the University of Illinois System [uses E-Verify](https://go.uillinois.edu/EVerifyParticipation) to verify [employment eligibility](https://go.uillinois.edu/EVerifyRightToWork).