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

**Alumni Support Position**

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.

EJP is employing increasing numbers of formerly incarcerated individuals. This part-time position (around 13 hours/week) supports them as they reintegrate into the workplace and performs other administrative functions.

Principal responsibilities include:

* Developing systems and materials to support EJP’s formerly incarcerated staff, including assistance with technology, navigating the HR system, interfacing with university portals, and preparing any requested documents;
* Supervising interns involved in alumni support activities;
* Organizing job readiness workshops and similar training opportunities for new hires, e.g. workshops on using laptop computers or zoom;
* Advising the leadership team regarding outreach to, hiring, and training of formerly incarcerated individuals.

**QUALIFICATIONS**

**Required:**

*Education*

* Bachelor’s degree in any subject.

*Experience*

* Proven track record of working with the public, e.g. in customer service or front office;
* Strong decision making, organizational, problems solving, and clerical skills;
* Excellent written and verbal communication skills;
* Proven commitment to social justice.

*Knowledge*

* Awareness of historical and social contexts of EJP’s work, especially as relates to reentry;
* Awareness of and sensitivity issues around inclusion and equity;
* Ability to work independently, exercise good judgment, and to maintain confidentiality;
* Expertise in Word, Excel, Microsoft Outlook,
* Ability to anticipate needs, establish priorities, and to work under pressure in an environment of multiple and sometimes conflicting priorities.

**Preferred:**

*Experience*

* Personal experience of incarceration or of someone close to you;
* Have been employed by the U of I or another higher ed institution.

*Knowledge*

* Working knowledge of University of Illinois HR policies and procedures;

Compensation is approx. $20/hour. This job can be set up as either a grad hourly or an extra help position, depending on the status of the applicant.

**To Apply**

Please send a CV/resume and cover letter to [info@educationjustice.net](mailto:info@educationjustice.net).