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

Academic Advisor Application

**Due March 1, 2023**

**2023 - 2024 COVID-19 Protocol at the Prison**

To help keep our members safe EJP and the state of Illinois have implemented the following safety precautions:

* **Vaccination** –The prison no longer requires submissions of proof of COVID-19 vaccination;
* **Masks** – EJP requires members mask at the prison at all times;
* **Social Distancing** – Please maintain 3-feet social distancing at the prison when possible.

Please be aware that in-person programming at the program is dependent on the status of COVID-19. EJP, the University of Illinois, or the Department of Corrections may decide to suspend programming as deemed appropriate for the safety of our members and/or incarcerated individuals. Thanks for your flexibility and understanding!

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 and career goals. **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 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, and working with underserved student populations.

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. Please note that the educational offices are on the second floor of the prison and that there is no elevator.

According to Illinois Department of Corrections (IDOC) policy, if you are formerly incarcerated within Illinois or are actively visiting a friend or family who is incarcerated in IDOC, it is unlikely you will be able to receive IDOC clearance. Unfortunately, this is beyond our control.

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 the EJP Academic Advising Team at academicadvising@educationjustice.net.

**Ready to apply?** Please apply [here](https://hipaa.jotform.com/230051599177460). In the application you’ll be asked to submit your resume/CV, answer some questions, and share two references. Thank you!