

I Education Justice Project

EJP Program Assistant

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.

This position provides on-the-ground program support at Danville Correctional Center (DCC), reporting to EJP's Assistant Academic Director. It is based at the prison, and the most important part of the role is engaging with incarcerated EJP students. Individuals hired for this position will, ideally, start as soon as they receive clearance from the IL Department of Corrections and continue through the end of the Fall 2023 semester. At that time, the position may be renewed.

Major Duties and Responsibilities

The Program Assistant will support EJP activities at Danville Correctional Center by:

- Setting and maintaining regular hours in EJP's Library and Computer Lab at the prison, thereby allowing EJP students to utilize these spaces in furtherance of their educational goals;
- Transporting instructional materials, supplies, and other items as required between Urbana-Champaign and DCC;
- Providing assistance as needed to the Assistant Academic Director with administrative tasks that are based at the prison, e.g. making photocopies, arranging books;
- Providing logistical support to EJP students as needed while on site, e.g. changing toner, opening cupboards.

Hours

These are flexible and can be arranged according to each Program Assistant's schedule. Training is provided. Ideally, we will hire several Program Assistants, and each will be at

DCC 10 - 15 hours/week. The greatest need currently is for individuals to take shifts on Monday morning, Wednesday morning, and Wednesday afternoon.

Compensation

This position pays \$20/hour plus gas mileage at the state reimbursement rate.

Required Qualifications

- Emotional maturity
- Understanding of EJP's role within DCC and familiar with EJP's college-in-prison programming
- Able to be at the prison with EJP students on their own (Support provided during the first few visits)
- Valid driver's license and a reliable car
- Cleared to enter DCC
- Commitment to EJP's social justice mission.

Preferred Qualifications

- Prior experience with prison education or similar initiatives.

To apply, please submit a short letter of interest along with your resume/CV to EJP director Rebecca Ginsburg at info@educationjustice.net. These positions will remain open until filled.

For more information, please contact EJP Director Rebecca Ginsburg at info@educationjustice.net.