

I Education Justice Project

Academic Advising Coordinator Position Description

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, their families, the neighborhoods from which they come, the host institution, and society as a whole.

The Education Justice Project, a unit of the College of Education, offers educational programs to individuals incarcerated at Danville Correctional Center, a medium-security state prison about 35 miles east of campus. EJP seeks an experienced advisor to manage our Academic Advising program at Danville Correctional Center. The position reports to EJP's Academic Director.

Academic Advisors support the educational mission of EJP at Danville Correctional Center (DCC) by assisting and working with students toward achieving academic goals and reaching their full potential. They offer regular academic advising office hours to students and intermittent workshops on academic skills and success.

Responsibilities

Each co-coordinator works 5-10 hours per week to fulfill the following tasks:

- Oversee the development and implementation of academic advisor onboarding and training, including sharing relevant information about EJP procedures and policies, and academic requirements of the EJP certificate and eventual degree program.
- Ensure regular academic advising office hours are provided to EJP students.
- Collaborate with EJP members to provide strong academic and extra-curricular support programs.
- Track and update Academic Advising related files such as documents pertaining to academic advising recruitment, training, policy, and letters of commitment.
- Maintain an active awareness of best practices regarding academic advising in higher education settings.
- Attend and participate in monthly EJP coordinator meetings as well as yearly EJP coordinator retreat and other meetings.

In addition, all EJP coordinators are asked to regularly evaluate their performance with respect to the following:

1. *Communication*: sharing information, concerns, announcements, and more with EJP students, members of their program, EJP Academic Director, members of the public, and relevant others. Communication can be challenging in the prison environment, and EJP encourages coordinators to experiment with ways of sharing and hearing from others.
2. *Monitoring*: ongoing assessment of the program and making fixes as problems arise. This includes collecting information to learn how things are going within the

academic advising program and making use of that information to make changes to the program as required.

3. *Nurturing*: guiding, mentoring, and supporting EJP members in the program. This includes identifying people who are in particular need of nurturing or mentoring and developing a nurturing culture within the program.
4. *Decision-making*: exercising leadership and taking initiative. This could include making bold decisions regarding programming or operations, and developing themselves as leaders (e.g., through workshops or readings).

Position Requirements and Qualifications

We welcome applications from all qualified applicants. We especially encourage applications from individuals who are members of historically underrepresented racial groups, first-generation college graduates, and those who have been personally impacted by incarceration and reentry. Please note that the EJP classrooms are on the second floor of the prison and that there is no elevator.

Leadership training opportunities are available and encouraged through EJP.

Required:

- Hold a Bachelor's degree
- Have academic advising experience
- Be familiar with academic advising best practices
- Exhibit strong interpersonal and online communication skills
- Maintain a working knowledge of software for basic business contexts, including Google applications (Calendar), and Microsoft Office (Word and Excel)
- Be capable of obtaining clearance from the Department of Corrections
- Demonstrate an active commitment to social justice

Preferred:

- Hold an advanced degree
- Have experience in coordinating staff or volunteers

Compensation

EJP coordinators receive a \$2,000/semester stipend. This may be delivered as a service-in-excess if the candidate is a current employee of UIUC.

Application Process

Please send a cover letter and CV to EJP Director Rebecca Ginsburg at info@educationjustice.net.

Education Justice Project
217.300.5150
info@educationjustice.net
www.educationjustice.net