

Education Justice Project

Financial 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 looking for a highly organized, detail-oriented, and results-driven individual to support our Operations Director with financial reporting duties. We expect that the position will work an average of 20 hours a week. This position will be required to manage sensitive financial data with attention to preserving privacy and confidentiality.

Each semester, EJP engages in a wide variety of purchasing for our various programs and initiatives. We seek a graduate student that will ensure that we undertake financial reporting and vendor engagement with efficiency, accuracy, and care.

This position reports to EJP's Operations Director and is responsible for attending biweekly meetings regarding day-to-day financial operations and engaging in regular reflection and evaluation on financial procedures and their professional development.

The role will be expected to spend time each week in the EJP campus offices, but much of the work can be handled remotely. This position is not required to spend time at any prisons.

Responsibilities include but are not limited to:

- Create expenditure reports including ensuring tax exempt compliance, responsiveness to payables inquiries, and adhering to other university purchasing policies;
- Act as a liaison between the College of Education Business Office and EJP Operations for purchasing requests, vendor contracts and other finance-related matters;
- Document current policies and practices for financial reporting;
- Implement and maintain systems for entering financial information into appropriate records, files and databases and regularly evaluate for efficiency and accuracy;
- Facilitate prompt, consistent, and clear communication between Director's office, and Operations within EJP and the College of Education Finance Department with financial queries;
- Facilitate and attend meetings and trainings as required, and strive to become engaged in the EJP community.

Position Requirements

- Excellent attention to detail and highly organized;
- Ability to manage and communicate a variety of data securely and confidentially;
- Superb verbal, written, and interpersonal communication skills;
- Strong ability to create individualized communication to meet the needs of a variety of stakeholders and diverse audiences, including the IL Department of Corrections, formerly incarcerated people, and university personnel;
- Good working knowledge of Microsoft Word and Google Suite;
- Ability to be flexible and collaborative in the work environment;
- Sensitivity to the unique needs of justice-impacted populations;
- Critical understanding of the social and historical contexts of EJP's work;
- Commitment to social justice.

Preferred

- Experience working on real-world finance-related tasks;
- Academic background in a field that deals with the management of financial data;
- Customer service experience including education and/or public-facing roles.

Additional

We expect all EJP members to take advantage of offered opportunities to learn about criminal justice and incarceration and consider themselves a valued part of the wider EJP community.

Compensation

We seek to hire a graduate student at \$30/hour.

To Apply

Please send a CV/resumé, cover letter, and contact information for 2 references to info@educationjustice.net. This position will stay open until filled. For further information please contact EJP Operations Director, Jamie Hines at jlhines@illinois.edu.