

# Education Justice Project

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## EJP Member Data & Clearance 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 data management and clearance facilitation duties. We expect that the position will work an average of 20 hours a week. This position will be required to manage sensitive data with attention to preserving privacy and confidentiality.

Dozens of new members join EJP each semester to work in our various programs at the prison and in the community. We seek a graduate student to support the key processes of getting them integrated into EJP's communication and support platforms. This role will also support the process of obtaining clearance from the Department of Corrections for them to enter the prison.

This position reports to EJP's Operations Director and is responsible for attending biweekly meetings regarding day-to-day operations and engaging in regular reflection and evaluation on operations procedures and 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:**

- Guide incoming EJP members through the submission of new member forms;
- Manage communication and tracking of recurring membership requirements and data;
- Assist EJP staff in use of data management platforms and troubleshoot commonly experienced challenges;
- Implement and maintain systems for entering information into appropriate records, files and databases and regularly evaluate for efficiency and accuracy;
- Document current policies and practices related to member data management;
- Work with EJP's data stewardship team to create visualizations related to member data;
- Assist EJP's clearance staff person as needed (related to securing and maintaining clearance from the Illinois Department of Corrections);
- 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 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**

- Academic background in a social-sciences field that deals with the management of human-centered 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](mailto:info@educationjustice.net). This position will stay open until filled. For further information please contact EJP Operations Director, Jamie Hines at [jlhines@illinois.edu](mailto:jlhines@illinois.edu).