

I Education Justice Project

EJP Temporary Site Coordinator Position Description

This is a part-time, temporary administrative position (we anticipate between 15 - 20 hours/week) that we expect to last from September 2024 – mid-Spring 2025. By that time, we expect to have hired a full-time staff person to oversee EJP's office at Danville Correctional Center or will evaluate whether to renew this appointment. Our preference is to hire a graduate student, as that will allow us to fill the position quickly. If we cannot do that, we will seek to reclassify this position as an Extra Help position so that we can hire individuals who are not students at the U of I.

Major Duties and Responsibilities

- *Office Management* – Oversee EJP's office at DCC; maintain files and confidential student records.
- *Facilities and Services* – Oversee physical management of EJP facilities, spaces, and equipment at the prison, currently the computer lab, resource rooms, York room, and any additional spaces acquired.
- *Student Support* – Serve as an on-site contact and resource for EJP students.
- *Physical Clearance Materials* – Assist in coordinating the collection and delivery of physical clearance materials (e.g., books, DVDs, articles). Assist in creating clearance memos and following clearance procedures according to DCC protocol.
- *Meetings* – Meet regularly with the Academic Manager and other EJP staff as needed.
- *Communication* – Communicate any and all potential issues and occurrences to the appropriate EJP staff member. Monitor and respond to emails regularly and promptly. Post communication about the status of EJP programming at DCC on EJP's intranet portal and calendar as needed.

Required Qualifications

Education

- Bachelor's degree

Experience

- Minimum of six months' experience in a position that required performance of similar tasks, e.g. coordination between different functions, office support, overseeing facilities, and customer support

Knowledge

- Demonstrable ability to exercise independent judgment and discretion within fast-moving contexts

- Demonstrable excellent leadership skills
- Demonstrable excellent listening, oral, and written communication skills
- Demonstrated commitment to support incarcerated individuals and individuals of diverse backgrounds

Certification

- Must currently hold IDOC clearance or be in a position to reinstate clearance quickly
- Valid driver's license and ability to drive
- Must possess a car or have frequent access to a vehicle

Preferred Qualifications

Education

- Graduate degree in any field

Experience

- On-site experience of the EJP program at Danville CC

All applications are welcome. However, because EJP aims to create a supportive learning environment for incarcerated students, we especially encourage applications from individuals whose backgrounds and identities align with those of our student populations. This includes members of racially and ethnically minoritized groups, first-generation degree holders, and/or individuals from low socioeconomic status backgrounds. Please note that the educational classrooms at Danville Correctional Center, which this role will have to access, are located on the second floor and that there is no elevator.

Compensation is \$30/hour for Masters students and \$31/hour for PhD students. We can provide up to \$200/month toward travel expenses.

To apply, please submit a letter of interest, resume or CV, and contact information for three professional references. This position will remain open until filled, but application received before September 17, 2024 will be given preference. For further information and to submit your application materials please contact EJP Academic Manager, Jessica Thornton jat11@illinois.edu.