



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Prison Education Program Coordinator

Department: Enrollment Management

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: Hybrid, remote, and ability to travel to in-state correctional facilities as well as ability to travel to main campus location.

Salary Expectations: Commensurate with Experience and Education

Work Schedule: Any schedule between 3:00pm-8:00pm-Monday-Saturday

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES: The Prison Education Program (PEP) Coordinator is responsible for the day-to-day implementation and management of Shorter College's Prison Education Program inside of Arkansas Department of Corrections' (DOC) participating facilities. This position will create access to higher education for qualified correctional institution residents by promoting Shorter College's learning opportunities, and by assisting with managing information technology needs at the correctional institutions, managing reports, and assisting with recruiting, financial aid documentation, career and success coach advising that enables the department to achieve its purposes and advance the mission of the College. This position reports to the Prison Education Program (PEP) Operations Manager.

RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- Assists students in the admissions and registration process; ensures students understand established policies and procedures concerning their college records; serves as a testing proctor for placement testing, midterms, and finals; responsible for the distribution and collection of course evaluations.
- Provides support services for faculty; assists faculty with navigation of required Department of Corrections training and certifications; conducts student evaluations of faculty; visits classes and monitors instruction; acts as advocate and liaison for department faculty within the college community to develop and retain qualified and professional staff; maintains academic integrity and maximizes student success.
- Demonstrate leadership and provide direction to market department programs and assist in the recruitment, admission, advisement and registration of students. Advise students on academic and vocational curricula and career issues.
- Maintain regular interaction and engagement with PEP students and staff. Ensure all PEP students appear on rosters correctly.
- Collaborate and communicate by keeping all parties informed through intrusive communication (faculty of PEP courses, DOC personnel, PEP students, College personnel, and others) to ensure student support with any concerns, issues, or additional assistance in enrolled courses. Participate in all related PEP meetings. Assist the PEP Operations Manager and PEP Director with all applicable standards including MOUs, faculty credentialing files, and off-site visits.
- Maintain collaboration with academics for program requirements and availability.
- Respond to inquiries from students, DOC personnel, College employees, and others in a timely manner; maintain confidentiality and privacy in accordance with the College, FERPA, student records, and any other protected documentation.
- Develop thorough understanding of the degree programs and the registration and record-keeping processes and procedures.
- Assist as directed by the Director of Financial Aid to assist students with the completion of the Free Application for Federal Student Aid (FAFSA) and other financial aid documents for PEP students.
- Maintain an understanding of course transferability, the unique needs of offenders as students when seeking employment, financial aid upon release, and the ability to communicate and relate to students.

- Maintain and make available a current work schedule to accommodate student learning and advising needs, including office hours, on-and off-campus meetings, classes, etc. Maintain flexibility to meet instructional and prison classroom schedules.
- Maintain knowledge of the correctional requirements and adhere to the policies and procedures. Arrange coordination of the Prison Education Program.
- Attend and/or complete the required Department of Corrections training, including vetting and all health screenings prior to entrance into any Arkansas DOC facility. Attend and/or complete all College required training.
- Monitors faculty instructional load: provides classroom support services by coordinating equipment, supplies and services, ordering and delivering student textbooks.
- Administer Accuplacer exam.

EDUCATION and EXPERIENCE: Bachelor's degree required; master's degree preferred. One to five years of experience in a supervisory or administrative role required. Experience in higher education preferred. An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

LANGUAGE SKILLS: Proficiency in Office 365 with excellent computer and related technology skills required. Able to work independently and complete projects with minimal direction and oversight. Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner.

REASONING ABILITY: Ability to relate to a diverse population and to maintain composure when faced with difficult situations. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to maintain strict confidentiality related to sensitive information. Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes.

PHYSICAL REQUIREMENTS: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

SEDENTARY WORK: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally, and all other sedentary criteria are met

MENTAL APPLICATION: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a valid driver's license.

WORK ENVIRONMENT: Work is primarily performed under limited supervision in an office or classroom setting with appropriate climate controls. Work is performed in a restricted access environment and requires incumbent to maintain certifications and approval for access to the prison complex.

REQUIRED TESTING: Ability to pass comprehensive background screening required to access prison complex. Preference may be given to individuals with previous experience working in a correctional facility. Must have and maintain the ability to successfully pass a background check, prior to and after employment.

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or Mail to: 604 N Locust Street, North Little Rock AR, 72114