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## **Co-Coordinator for Higher Education for the Justice Involved**

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empower individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer and more meaningful for all members of our community.

The Co-Coordinator for the Higher Education for the Justice Involved is responsible for working with a team in planning and implementing activities in support of the Higher Education for the Justice Involved (HEJI) program and serves as a liaison between Clinton Community College, SUNY Plattsburgh, and Clinton Correctional Facility. This position is equivalent to a 3-credit course (approximately 15 weeks). The compensation rate is based on current adjunct rates. This position reports to the Vice President for Academic Affairs

### **General Responsibilities:**

- Plan and participate in curriculum and other program administrative and assessment processes.
- Administer and analyze results of an interest survey to obtain information about potential students.
- Collaborate with college and correctional facility personnel to support student recruitment, matriculation, registration and financial aid; will require time on-site at Clinton Correctional Facility.
- Organize meetings and facilitate completion of agreements with stakeholders.
- Prepare reports and summarize progress, as required.

### **Required Knowledge, Skills, and Abilities:**

- Commitment to providing higher education within a prison setting.
- Excellent interpersonal communication skills and ability to engage with people of diverse backgrounds.
- Counseling, academic advising and/or general student services experience in higher education.

- A high level of professionalism, enthusiasm, and a commitment to collaboration and teamwork.
- Previous experience in prison education is preferred but not required.
- Must be cleared as a Department of Corrections Volunteer and maintain this status.

**Minimum Qualifications:**

Bachelor's degree.

**To apply:**

The search will remain open until the position is filled. Please a letter of application, resume, and a CCC application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

[hr.recruiting@clinton.edu](mailto:hr.recruiting@clinton.edu)

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

*Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/ Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary*