



Site Coordinator / Transfer Counselor - Yale Prison Education Initiative at Dwight Hall

The [Yale Prison Education Initiative](#) (YPEI) is a signature program of Dwight Hall at Yale, an independent 501(c)(3) and Yale's Center for Public Service and Social Justice. Founded in 2016 and a member of the Bard Prison Initiative's Consortium for the Liberal Arts in Prison, YPEI has become a national leader in the field of higher education in prison by extending access to Yale liberal arts courses and programming and a rich network of academic resources to incarcerated students in Connecticut. Since 2018, YPEI has brought access to rigorous, credit-bearing liberal arts courses and programming to incarcerated students in the state; YPEI also provides direct support to formerly incarcerated students returning home, offering our students resume-building assistance, job search help, and connections to continuing educational opportunities. Beginning 2021, YPEI established a collaboration with the [University of New Haven](#) to offer degrees to incarcerated students enrolled in the program, and to create pathways for released students to continuing educational and professional development opportunities.

Position Description

The Site Coordinator will assume coordinating responsibilities as YPEI/UNH plan to launch a college in prison program in a second correctional facility. The Site Coordinator will oversee all volunteer coordination and materials distributed at second program facility. They will also help organize student reentry and transfer resources for students returning home across the YPEI program. With the restoration of Pell grants for incarcerated students, the Site Coordinator will serve as a financial aid liaison.

Responsibilities

Responsibilities include, but will not be limited to the following:

- Assisting in coordinating admissions at facility;
- Counseling students through registration at the beginning of each term, and identifying and coordinating additional wraparound support for incarcerated students;
- Anticipating the restoration of Pell grants for incarcerated students, serving as a financial aid counselor and liaison and assisting students in completing the FAFSA;

- Meeting regularly with students to determine time to release and specific reentry needs, with the aim of serving as a transfer coordinator for students who are preparing for release or for application into the BA program;
- Assisting in recruiting, training, clearing, managing, and orienting instructors and volunteers according to facility protocol and collaborating with Assistant Director in developing faculty/volunteer trainings on campus;
- Overseeing all materials located at program facility, including computers and office supplies;
- Overseeing course evaluation and assessment at facility;
- Determining available classroom spaces and coordinating with facility point of contact to ensure scheduling for course and study hall/advising time; managing student call-out and rosters;
- Working between students and UNH Dean to ensure degree progression and progress towards the degree at the end;
- Working with students to select and communicate with advisors.

Qualifications

- Excellent organizational skills and ability to multi-task
- Strong communications skills and ability to represent program core principles
- Ability to creatively problem-solve and demonstrated ability to build and maintain relationships with a variety of diverse stakeholders from corrections officers and prison staff to academic administrators and university faculty and students.
- Ability to operate in Microsoft Office/Teams
- Valid driver's license
- Eligibility to be cleared as a volunteer in correctional facilities
- Bachelor's Degree required
- Formerly incarcerated candidates encouraged to apply

POSITION TYPE & COMPENSATION:

This is a full-time position with benefits. Salary range: \$50-60,000/year.

This is a two-year grant-funded position with possibility for renewal.

APPLICATION PROCESS:

Please submit the following to ypei@dwighthall.org with subject line: "YPEI Site Coordinator Application from [Your Name]":

- A letter of introduction that addresses these questions:
 - Why is this position a fit for you personally and professionally?
 - Which of the key responsibilities are of greatest interest to you?
- Your CV or resume with two references listed
- **Application Deadline: April 1, 2022.**

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