

We're Hiring: Academic Coordinator

→ **Reports To:** Program Director

→ **Location:** Coxsackie, NY and Ossining, NY

→ **Position Status:** Full-Time

→ **Start:** ASAP

About Hudson Link

Hudson Link (hudsonlink.org) empowers incarcerated men and women to realize their academic and economic potential by managing degree-granting college programs and providing essential re-entry support. Established in 1998, Hudson Link has transformed over a thousand lives helping incarcerated men and women make a positive impact on their own lives, their families and communities, resulting in lower rates of recidivism, incarceration and poverty. Working with nine college partners, Hudson Link provides funding, management and organizational support for academic programs leading to a college degree at five correctional facilities including Greene, Shawangunk, Sing Sing, Taconic and Sullivan.

Role Summary

Hudson Link is hiring for an Academic Coordinator (AC) to administer the college program inside Greene Correctional Facility, serving as liaison between Hudson Link, the college administration, the prison administration, the professors, and the students. The AC's ultimate goal is to ensure student success and move students through the Hudson Link program to a degree from Columbia-Greene Community College. The AC is responsible for coordinating all phases of admissions, course selection, registration, scheduling, student evaluation and affairs, and graduation with the college institution. The AC is also in charge of all recruitment, interviewing and processing of faculty, alongside the college partner for the Hudson Link program at Greene Correctional Facility. Working in conjunction with the facility administration, the AC oversees all daily operations of the program within the prison. Please note that this position requires travel up to four days per week to Greene Correctional Facility in Coxsackie, NY.

What You Will Do

The Academic Coordinator has the following responsibilities broken down into estimated buckets of time.

Students (25%):

- Recruit, maintain, and advise a student body of new and continuing students, and provide ongoing academic counseling.
- Foster and support safe and productive learning community.
- Coordinate all aspects of graduation ceremonies.
- Maintain student database in Salesforce.
- For those students who will be released, introduce student to Alumni Coordinator to facilitate pre-release services.

Faculty (25%):

- In consultation with the college liaison and department chairpersons, recruit faculty for courses to be taught at correctional facility each semester.

- Provide appropriate and complete orientation to Hudson Link/College professors and volunteers regarding correctional departmental policies and procedures, and arrange for required official orientation to be done by correctional facility Volunteer Services Department.
- Ensure that all teaching materials including textbooks, handouts, DVDs or other teaching materials are reviewed and approved in an appropriate time frame.
- Submit necessary gate clearance each semester and upon teachers' request to bring educational materials into the facility.
- Conduct classroom observations and distribute/collect/submit course evaluations.

Correctional Facility (25%):

- Work out of the facility 3-4 modules per week.
- Build and maintain relationships with correctional facility leadership and key department heads.
- Supervise incarcerated clerks and professors.
- Submit progress reports, update student database and listing of all classes and instructors teaching, to the Deputy Superintendent of Programs.

College (15%):

- Build and maintain relationships with key college leaders and department heads.
- Meet regularly with academic advisors at the college and with other college departments such as registrar, admissions, financial aid etc.
- Ensure that problems with any College procedures that arise due to the unique circumstance of working with incarcerated students in correctional settings are resolved.
- Travel to campus as needed.

Hudson Link Team (10%):

- Participate in Program Committee and staff meetings as required.
- Submit regular reports concerning program activities to the Executive Director, Deputy Director, Program Director and Program Committee, and provide information promptly upon request.
- Facilitate the contribution of student art work and writings to the Hudson Link newsletter.
- Participate in other special projects, meetings, trainings/workshops, and events as requested by senior management.

Who You Are

- ✓ Bachelor's degree from an accredited institution of higher education in a related field preferred; AA minimum
- ✓ At least one year program coordination experience in related field
- ✓ Proficiency in MS Office required; familiarity with Salesforce preferred
- ✓ Have reliable vehicle and valid driver's license to commute between Hudson Link office, Greene Correctional Facility, and Columbia-Greene Community College
- ✓ Strong communicator, relationship-builder, and critical thinker who displays strong judgment and can work with minimal supervision
- ✓ Highly organized with exceptional attention to detail
- ✓ Experience working with the criminal justice system and institutions of higher learning a plus
- ✓ Beliefs regarding corrections and rehabilitation congruent with the mission of Hudson Link
- ✓ Able to obtain volunteer status from the New York State Department of Corrections and Community Supervision (N.B. Does not exclude formerly incarcerated applicants)

What You Can Expect

- ✓ Competitive salary commensurate with experience
- ✓ Medical, dental, and vision insurance
- ✓ 15 days/year paid time off & 9 paid holidays/office closures
- ✓ Retirement plan: Hudson Link matches contributions to simplified IRA accounts up to 3%

How to Apply

Please send your resume and cover letter, indicating salary requirements and the date on which you are available to start, to Donna Jacob (djacob@hudsonlink.org) with the subject line, "Greene Academic Coordinator". All qualified applicants will be considered, but only those selected for an interview will be contacted.

Hudson Link provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetics, criminal justice history, or disability status. We seek to build a diverse staff representative of the communities we serve. All qualified applicants are strongly encouraged to apply.