

WASHINGTON UNIVERSITY JOB DESCRIPTION

DATE: March 2022

JOB TITLE: Program Coordinator I - Program Coordinator, Prison Education Project (PEP)

JOB CODE: K1EN12

JOB GRADE: G08

FLSA STATUS: Nonexempt

SUPERVISOR TITLE: Director of Prison Education Project

SCHOOL/CFU: University College

DEPARTMENT: University College

DEPARTMENT #:

<p>POSITION SUMMARY: <i>(Use one or two sentences to state the major purpose, objective or function of the position and the end result it is intended to accomplish.)</i></p> <p>Under the direction of the Program Director(s), executes administrative policies and procedures for the Prison Education Project (PEP). Assists in program development, faculty and student support, financial oversight, grant management.</p>

Note: estimated % of time spent must be completed

#	PRIMARY DUTIES AND RESPONSIBILITIES (Essential Functions): <i>(Fundamental job duties regularly performed by an employee in the position. Generally, 6 duties are sufficient. Include the percentage of time spent on each duty.)</i>	% of time spent
1	<p>Administrative Support for the Prison Education Project (PEP)</p> <ul style="list-style-type: none"> ▪ Manage day-to-day communication with Program Director, University College administrators, WU faculty serving on administrative committees, teaching faculty, graduate student tutors, undergraduate interns, and Missouri Department of Corrections staff ▪ Coordinate with WU Instructors teaching in the PEP to assist with orientation procedures including Volunteer In Corrections (VIC) certification process; facilitate communication between instructors and prison staff; help instructors with logistical issues (room availability, technical assistance) ▪ Hold new faculty and tutor orientation meeting in collaboration with Program Director ▪ Manage graduate student tutors who maintain a daily presence at the 	40%

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	<p>prison, including recruiting students, guiding through the VIC orientation process, coordinating schedules, and daily supervision and support</p> <ul style="list-style-type: none"> ▪ Supervise undergraduate Federal Work Study students ▪ Make purchases for the program; order books and other required items; coordinate receipt and other required documentation with University College accounting staff ▪ Monitor Mellon grant spending and budget; maintain financial records and assist with preparation of PEP budget in collaboration with Program Director and University College accounting staff ▪ Maintain records and upgrade on-line forms, documents, and record systems used by various people who work for the program (e.g. Google Docs, Google Sheets, Calendar Todoist, etc.) ▪ Assist with planning, schedule, communicate, and attend meetings for PEP Executive Board, Advisory Board, and PEP faculty committees (e.g., Admissions, Advising, Curriculum, Programming, Alumni Program etc.) ▪ Initiate contracts for faculty, speakers, and tutors; book travel and lodging for speakers ▪ 	
2	<p>Assist with Student and Faculty Support</p> <ul style="list-style-type: none"> ▪ Manage student course registration process; collaborate with Program Director to determine class enrollment ▪ Assist University College staff and Program Director in maintaining student records; request transcripts at previous colleges attended by students; monitor grade changes; assist with progress to degree charts and other student record documentation ▪ Manage communication with incarcerated students through printed and electronic messages conveyed between the prison and the University ▪ Assist Faculty in collecting pre-course information, completing course information forms and submitting course syllabi, scheduling courses and special sessions and exams ▪ Facilitate course delivery, including ordering course books, preparing course packets and workbooks, uploading presentations, and gathering material for student computer lab server ▪ Collect and process course evaluations ▪ Provide support for Reading Groups at the prison; order and purchase books, maintain records 	35%
3	<p>Support PEP Growth and Initiatives</p> <ul style="list-style-type: none"> • Collaborate with Program Director and University College staff to develop, implement, and manage the MECC staff degree program • Support coordination and implementation of all activities for executing grants, including understanding grant guidelines and contracts • Manage grant activity, including expenditures, grant writing, reporting, 	10%

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	budgets, evaluation, and strategic planning <ul style="list-style-type: none"> • Liaise between principal investigators, grant-funded employees and contractors, Washington University staff, and the Missouri Department of Corrections • Manage administrative problems and/or budget changes occurring during the awarded granting period 	
3	Manage Marketing and Event Planning <ul style="list-style-type: none"> ▪ Draft, review, and edit content for marketing materials that promote and build PEP visibility through web, print, multimedia, and emerging communication vehicles ▪ Maintain PEP website and collaborate in website design including faculty resources content, and review and maintenance ▪ Assist with media relations, maintaining media contact database and responding to inquiries ▪ Assist with organizing and publicizing special events both at the prison and on campus (lectures, colloquia) ▪ Assist with events including participating in the PEP Graduation Committee to plan and execute a ceremony at the MECC for graduating students 	10%
2	Other duties as assigned	5%

MINIMUM EDUCATION/EXPERIENCE: *(State the **minimum** education, knowledge and/or work experience required to effectively perform the job.)*

High school diploma or equivalent high school certification and three years relevant experience.

PREFERRED EDUCATION/EXPERIENCE: *(List any additional or desired education and/or experience that would enhance the capability of any employee to effectively perform the job.)*

Master's degree with 3-5 years of experience in an academic setting. Familiarity with liberal arts curricula. Experience working in a prison setting. Strong communication skills, both verbal and written, and project management skills. Ability to work with a wide variety of people in an office environment. Familiarity with using online forms and documents for web-based record keeping. Demonstrated experience working with confidential projects using discretion and independent judgment. Familiarity with University Information Systems (AIS, SIS, HRMS).

CRITICAL SKILLS AND EXPERTISE: *(Knowledge, skills and abilities required to perform the essential functions of the job. Example: excellent oral and written communication skills)*

Individual must have a strong desire to nurture relationships and work with returning learners in a prison setting. Ability to project genuineness and warmth, while working with a wide variety of people in a counseling environment. Excellent interpersonal and communication skills (written and verbal); a service-oriented communicator. Ability to multi-task, and work independently and collaboratively. Experience working with personal computers with a proficiency in word processing applications. Ability to handle confidential information responsibly and work on various projects to achieve the goals of the Prison Education Project.

REQUIRED LICENSURE/CERTIFICATION/REGISTRATION: *(licensing, certification or registration required to successfully complete the essential duties of the job)*

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N/A
DECISION MAKING AND IMPACT: <i>(Provide an example of a typical decision made as part of the regular job duties. Describe the impact of decisions on work unit, other departments or university.)</i>
Decisions made in scheduling, purchasing, and event planning; moderate impact.
FINANCIAL / OPERATIONAL IMPACT: <i>(Describe any significant financial responsibilities for which the position is held accountable. This includes work related to departmental and other budgets, revenues, contracts and grants.)</i>
Collaborates with Program Directors(s) in development of PEP budget. Makes purchasing decisions that affect financial resource availability. Assists with development of grants and proposals for donor funding, and fund oversight. Assists with purchasing decisions and financial reporting for grants.
CONTACTS:
Internal: <i>(Describe the nature, purpose, and frequency of typical contacts within the University.)</i>
Interacts daily with PEP Director; regularly with other UCollege staff members and other Washington University faculty teaching for PEP, and occasionally with other departments within the University. Interacts with Alumni and Development in grant writing and development activities. Interacts with the Office of Sponsored Research in grant management, administration, and reporting.
External: <i>(Describe the nature, purpose, and frequency of typical contacts outside the University.)</i>
Moderate interaction with incarcerated students and administrative staff at the Missouri Eastern Correctional Center and the Women's Eastern Reception, Diagnostic and Correctional Center for program administration. Occasional attendance at meetings with potential PEP donors and community partners.
SUPERVISION:
Given: <i>(List the number and level of employees this position supervises both directly and indirectly through other employees)</i>
Manages undergraduate work-study students, graduate students, and other volunteers providing tutoring at the prison.
Received: <i>(Describe the frequency and types of interaction between the employee and the supervisor.)</i>
Meets weekly with the Prison Education Project Director and monthly with the Mellon grant co-PIs.
CONFIDENTIAL INFORMATION:
<i>Does this position have regular exposure to confidential information? (If yes, describe the nature of the materials and specify if patient information is involved))</i>
Yes, student, financial, and Department of Corrections information.
WORKING CONDITIONS / EQUIPMENT: <i>Describe any special working conditions or physical demands of the job (this may include exposure to loud noise, chemicals, radioactive material; any lifting required and approximate weight and frequency; ability to work on call; any heavy equipment used; ability to travel to on- and off-campus locations, etc).</i>

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Moderate travel to the Missouri Eastern Correctional Center and the Women's Eastern Reception, Diagnostic and Correctional Center. Ability to work occasional evenings and weekends.

Physical Environment

Check as many boxes as apply to describe the physical environment of the position.

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Normal office environment | <input type="checkbox"/> Requires extensive safety Training | <input type="checkbox"/> Exposure to blood-borne pathogens |
| <input type="checkbox"/> Stockroom or warehouse | <input type="checkbox"/> Exposure to moving machinery | <input type="checkbox"/> Exposure to chemicals |
| <input type="checkbox"/> High Noise environment | <input type="checkbox"/> On-Call | <input type="checkbox"/> Requires protective devices |
| <input type="checkbox"/> Dust, dirt, grease or other disagreeable elements | <input type="checkbox"/> Alternative work schedule as regular part of job (on-call, shifts, evening, weekends) | <input type="checkbox"/> Exposure to animals |
| <input type="checkbox"/> Patient care setting | <input type="checkbox"/> Handling of radioactive material | <input type="checkbox"/> Direct patient care setting |

Physical Effort

Check as many boxes as apply to describe the physical demands of the position.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Typically working at desk or table | <input type="checkbox"/> Typically standing or walking | <input type="checkbox"/> Typically running or climbing |
| <input type="checkbox"/> Typically bending, crouching, stooping | <input checked="" type="checkbox"/> Repetitive wrist, hand or finger movement | <input checked="" type="checkbox"/> Ability to move to on and off-campus locations |
| <input type="checkbox"/> Occasional lifting (< 25 lbs) | <input type="checkbox"/> Occasional lifting (25 – 50 lbs) | <input type="checkbox"/> Frequent lifting 25 lbs or more |
| <input type="checkbox"/> Using tools requiring high dexterity | | |

Equipment

Check all boxes that apply to the equipment used to perform work associated with this position.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Office equipment | <input type="checkbox"/> Lab/research equipment | <input type="checkbox"/> Clinical/diagnostic equipment |
| <input type="checkbox"/> Operate a motor vehicle | <input type="checkbox"/> Simple hand tools | <input type="checkbox"/> Heavy equipment (buffers, mowers, forklift, etc.) |
| <input type="checkbox"/> Other _____ | | |