

# **Alumni Education Coordinator (Part-Time/Time-Limited) - University College - Prison Education Project**

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## **Scheduled Hours**

10

## **Position Summary**

The Prison Education Project (PEP) Alumni Education Coordinator (AEC) will design and co-facilitate the reentry workshops in collaboration with the Reentry Case Manager. This is a time-limited, part-time position.

We welcome all qualified applicants, including formerly incarcerated individuals.

## **Job Description**

This position is located in a regular office environment with some evening and weekend work as needed. Some travel will be necessary between WU campuses and to prison systems within Missouri State as needed.

## **Primary Duties & Responsibilities**

- In collaboration with the Alumni and Reentry Services Coordinator, will design and co-facilitate a series of twelve workshops.
- Incorporates content/evidence from research into workshop materials.
- Co-leads reentry curriculum planning meetings.
- Documents/tracks evaluation and stakeholder feedback.
- Supports scheduling and logistical planning of workshops (including outreach, invitations, attendance lists, and arranging for appropriate materials/supplies).
- Works with team to make workshop material publicly available in multiple formats.
- Performs other duties as assigned.

## **Preferred Qualifications**

- Bachelor's degree preferred.
- People with direct experience of incarceration and a strong understanding of Missouri's Probation and Parole system strongly preferred.

- Excellent interpersonal skills (including phone and video conferencing).
- Excellent group facilitation skills.
- Strong public speaking skill.
- Ability to communicate efficiently and clearly.
- Ability to connect and interact with empathy and diplomatically with a wide-ranging audience.

## **Required Qualifications**

High school diploma or equivalent high school certification.

## **Grade**

G10-H

## **Pre-Employment Screening**

All external candidates receiving an offer for employment will be required to submit to pre-employment screening for this position. The screenings will include criminal background check and, as applicable for the position, other background checks, drug screen, an employment and education or licensure/certification verification, physical examination, certain vaccinations and/or governmental registry checks. All offers are contingent upon successful completion of required screening.

## **EEO/AA Statement**

Washington University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration without regard to an individual's sex, race, color, religion, age, disability status, protected veteran status, national or ethnic origin, gender identity or expression, sexual orientation. Women, minorities, protected veterans and the disabled are strongly encouraged to apply.

## **Diversity Statement**

Washington University is dedicated to building a diverse community of individuals who are committed to contributing to an inclusive environment – fostering respect for all and welcoming individuals from diverse backgrounds, experiences and perspectives. Individuals with a commitment to these values are encouraged to apply.

## **Applicant Instructions**

When you are ready to apply, creating an account only takes a minute. Your account creates a candidate home page which we will use to communicate with you and allows

you to apply for jobs and view your application statuses. The first page of the application offers two “Quick Apply” options. Quick Apply allows you to either use a previous application or create a new application using a resume to populate the work experience and education sections of your job application. If using a resume to populate your application, check to ensure the application fields populated accurately. You may skip the “Quick Apply” page by clicking “Next” at the bottom of the page. Documents may be uploaded in the My Experience section of the application. You also have the option to apply with a LinkedIn feature, which allows you to apply by using your LinkedIn profile to populate some of the job application fields.