

Position: Pelican Bay State Prison (PBSP) Program Coordinator	Position Number:
Department: Del Norte Education Center	FLSA: Non-Exempt
Reports to: Director, Del Norte Education Center	Salary Grade: 118

Summary

Under the general direction of the Director of the Del Norte Education Center Director, the PBSP Program Coordinator organizes, coordinates and performs professional level work in the administration of the programs at Pelican Bay State Prison; serves as an advocate to incarcerated students, coordinates student support services for all PBSP students and performs related duties as required or assigned.

Essential Duties and Responsibilities

- Coordinates and performs required support for all functions of the PBSP Program;
- Plans and develops promotional and recruitment strategies for the program;
- Provides information to students and others regarding the program;
- Assist PBSP students in accessing internal and external resources to address their academic needs;
- Serves as a PBSP student advocate, mentors students;
- Plans and participates in activities aimed at improving campus/community awareness of the PBSP program;
- Plans and Participates in activities aimed at improving awareness of the program with the employees of Pelican Bay State Prison;
- Maintains knowledge of federal, state and correctional institution, legislation, rules, policies and procedures pertaining to incarcerated student education to ensure compliance with all federal, state, and correctional institution rules and regulations;
- Helps PBSP students transition into the higher education environment;
- Provide case management and academic advising for PBSP students;
- May participate in problem solving issues between students and instructors;
- Serves as liaison to the Pelican Bay Education Department as well as other departments at Pelican Bay State Prison as needed or assigned;
- Works with faculty, administration, staff, students, community organizations and government agencies concerning the program;
- Corresponds and collaborates with other incarcerated student programs to share data, experiences, challenges and successes including participating in regional and statewide conferences on incarcerated student education;
- Assists students in completing forms and obtaining required documentation for enrollment, financial aid, graduation, special programs and other benefits;
- Maintains accurate records, files, databases, and prepares reports;
- Perform other duties as assigned to support the overall objective of the position.

Qualifications**Knowledge and Skills**

Ratified by CSEA 2/07/2019

Knowledge of:

- Basic principles incarcerated student program administration
- Techniques for dealing with individuals from diverse academic, ethnic, socioeconomic and cultural backgrounds
- Different learning styles and the implications of these styles when attempting to convey counseling and advising information to students.
- Basic goals and functions of an educational institution
- Program coordination principles and practices, including program planning, development, implementation and evaluation
- Basic budgetary principles and practices
- Computer applications related to the work
- Standard office practices and procedures, including recordkeeping, filing and the operation of standard office equipment
- Correct English usage, including spelling, grammar and punctuation

Abilities

Skill in and Ability to:

- Interpret, apply and explain complex laws, rules and regulations
- Plan, organize and provide programmatic support in the assigned areas
- Represent the College with community groups, organizations and government agencies providing services to incarcerated
- Prepare reports, correspondence and other written materials
- Organize work, setting priorities and meeting critical deadlines
- Exercise sound judgment within policy and procedural guidelines
- Maintain accurate records and files
- Establish and maintain effective working relationships with those contacted in the course of the work
- Communicate effectively both orally and in writing.
- Lead discussions and make presentations to large and small groups.
- Demonstrate initiative, creativity, team work, conflict resolution/decision making skills
- Organize, retrieve, manage and present large amounts of informational details about college programs and course work.
- Demonstrate sensitivity to the needs and concerns of a diverse college population.
- Work well under pressure; learn quickly
- Work ethically with confidential information.
- Utilize a variety of computer software, including college data systems and internet.

Physical Abilities

Requires sufficient ambulatory ability to get to off-campus locations. Requires hand-arm-eye coordination to operate a personal computer keyboard. Requires visual acuity to recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

Education and Experience

Bachelor's Degree plus 2 years work experience in a student support environment or an Associate's Degree plus 4 years work experience in a student support environment.

Experience working with incarcerated student populations and understanding of, or experience working in, correctional environments preferred

Licenses and Certificates

Requires a valid driver's license and ability to pass a California Department of Corrections and Rehabilitation (CDCR) background check to obtain a CDCR Contractor Identification Card.