Assistant Director - 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 real, rigorous, credit-bearing liberal arts courses and programming to underserved 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. This year, YPEI is establishing partnerships to begin to offer degrees to students incarcerated in Connecticut, and to create pathways for released students to continuing educational and professional development opportunities.

Position Description
The Assistant Director will take on responsibilities relating to day-to-day program operations and student and course record management, and will be based primarily on the university campuses, with some anticipated responsibilities inside program facilities (pending a lift of current pandemic restrictions). Responsibilities will include managing student and course records and evaluations in coordination with university registrars; coordinating enrollment and advising resources; managing and supervising undergraduate and graduate volunteers and fellows; and coordinating course materials, and supplies procurement and budgeting in coordination with faculty.

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

- Assisting in recruiting, training, clearing, and orienting instructors and volunteers according to DOC protocol and developing faculty/volunteer trainings on campus;
- Setting up and managing course logistics and degree progression for first year of partnership/degree launch, including classroom scheduling and equipment
purchase/installation/monitoring in concert with designated DOC point people for each facility;

- Coordinating student enrollment and registration; coordinating with registrars to issue transcripts;
- Overseeing course evaluation and assessment, ensuring evaluation delivery to appropriate school registrar;
- Ordering and distributing books, materials, and supplies for program students and courses;
- Assisting in coordinating admissions at each facility;
- Managing all volunteer data and logistics;
- Liaising with undergraduate and graduate students involved in other related campus organizations (Yale Undergraduate Prison Project; Green Haven Prison Project; etc) and serving as an advisor/consultant to student leaders working on related topics;
- Assisting in coordination of on-campus cooperation/partnerships in concert with Program Director;
- Facilitating on-campus student fellowships application and selection process, and providing oversight to team of student fellows, including serving as a point person for fellows with Yale University Library and Poorvu Center for Teaching and Learning;
- Assisting with grant-writing and fundraising efforts;
- Collect and maintain student evaluations;
- Oversee social media presence;
- Help plan and coordinate logistics for campus events/conferences/workshops/trainings
- Provide program-related information for publication in various print and electronic materials;
- Facilitate instructor and volunteer use of Dwight Hall vehicles;
- Provide and coordinate regular additional support for incarcerated students; and
- Support student reentry as needed.

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 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 CTDOC facilities
- Bachelor’s Degree required
- Formerly incarcerated candidates encouraged to apply
POSITION TYPE & COMPENSATION:
This is a full-time position with benefits. Salary Range: $55,000-$65,000/year

APPLICATION PROCESS:
Please submit the following to ypei@dwighthall.org with subject line: “YPEI Assistant Director 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

Applications will be reviewed on a rolling basis until the position is filled.

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