

**NORTH COUNTRY COMMUNITY COLLEGE**  
**23 Santanoni Avenue**  
**Saranac Lake, New York 12983**

**POSITION DESCRIPTION**  
**SECOND CHANCE PELL PROGRAM COORDINATOR**

**Job Title:** Second Chance Pell Program Coordinator  
**Job Status:** Full-time  
**Department:** Academic Affairs  
**Supervisor:** Second Chance Pell Program Director

North Country Community College (NCCC) is a small community college located in the Adirondack State Park in Northern New York. The main campus is located in Saranac Lake with additional campuses in Malone and Ticonderoga. While the College offers numerous majors including several occupational programs, the College focuses on a liberal arts education as a foundation for any degree program. Classes are relatively small, providing opportunities for a close academic and academic advising relationship with each student. As part of its commitment to open access, NCCC provides degree program opportunities for incarcerated individuals residing in the regional correctional facilities. We partner with both the state and federal correctional departments to conduct courses and programs across four facilities.

**General Job Description:** In line with the mission of the College, the Second Chance Pell Program Coordinator works closely with correctional partners in carrying out the day-to-day academic, support and administrative functions of the Second Chance Pell program. Co-located in two regions (either the Northern or Southern Region), the Coordinator supports the objectives of the program through overseeing registration and advising as well as creating academic supports such as tutoring, both professional and peer (in conjunction with the prison education staff). This individual would also assist the Second Chance Pell students in accessing their transcripts and, with correctional facility re-entry staff, develop both job skills and job search skills. For those students who wish to transfer to a BA/BS degree program or to another college to complete the AAS program, the coordinator will work with the applicable Program Director and the facility staff, and the receiving college to promote a transfer process. This NCCC staff person would also ensure that reporting requirements for the project were met and would work closely with the direct supervisor and the Vice President of Academic Affairs (VPAA) office.

The NCCC academic work year is 164 days; this position is 221 days in line with the operations of the prison and the nature of the program. This coordinator will primarily have responsibilities across two to three regional correctional institutions, depending on the region for which they were hired. The Northern Region includes Bare Hill and Franklin Correctional facilities, and the Southern Region includes Adirondack Correctional and FCI Ray Brook. FCI Ray Brook is a federal facility and the other three are state, so the coordinator will navigate state, federal, and sometimes county regulations and guidelines. There may be occasional meetings and work

assignments on one of the College's campuses in support of the program's objectives. Vacations, holidays and other breaks follow the College calendar. Regarding emergency-related closures, if a correctional facility is shut down and/or access is denied, the employee is expected to report to work. If the College closes, the employee is not expected to report to a correctional facility for work, even if its operations remain open.

Whenever possible, the employee will be based at the correctional facilities within the designated region. Travel in support of the program to alternate work sites other than the primary sites (region) or the campus in the region (Northern Region is Malone, Southern Region is Saranac Lake) will be reimbursed at the state rate. The employee reports to the Second Chance Pell Program Director and works with the Education Supervisor at the participating facility for each of the correctional facilities in the respective region.

Correctional facilities are unique environments in which to work given the need for safety considerations at all times. It is expected that there are variable conditions, which can lead to variability of duties based on the changing conditions at the facilities. Additionally, when employees are inside any of the correctional facilities, there is no access to personal electronic devices including cell phones, tablets, or computers.

The Second Chance Pell Program Coordinator is a member of a collective bargaining unit and works under a collective bargaining agreement (CBA). As such, the Second Chance Pell Program Coordinator is expected to participate in College committee work, where feasible, facilitating the shared governance approach to the management of the College.

**Major Duties and Responsibilities:**

1. As the College's representative, be responsible for carrying out various academic, support and administrative functions in support of the Second Chance Pell Program including:
  - a. facilitating submission of admission documents and requirements, placement testing, new student orientation, registration of Second Chance Pell students each semester;
  - b. creating and staffing regularly scheduled sessions where peer tutoring and academic advising take place;
  - c. providing workshops to develop strong academic and personal skills tailored to address the social, educational, financial and cultural diversity of the students in the programs;
  - d. providing academic advisement to keep students on track to meet the degree requirements;
  - e. coordinating the evaluation of courses by students each semester;
  - f. supporting the assessment and other institutional reporting needs for the program.
  - g. maintaining regular communication with students and faculty; and

- h. managing mail and other forms of communication between students and faculty, and across the College.
2. In partnership with the correctional institutions' educational staff:
  - a. coordinating course placement with facility staff and with the supervisor and, where requested, with departmental chairs;
  - b. maintaining accurate records of student enrollment, progression, and completion to assess programmatic elements;
  - c. providing assessment and analysis of program outcomes to the Program Director;
  - d. coordinating day-to-day needs of faculty and correctional facilities on approving materials and/or making sure faculty have what they need to teach.
3. Communicate regularly with the respective correctional facility education supervisor and the Second Chance Pell Program Director on developments related to correctional programs including changes made to NCCC programs initiated by the respective academic departments.
4. Assist with obtaining and monitoring ongoing access for Second Chance Pell students to the NCCC's library services, in line with the rules of the institution.
5. Work with the Career Services Coordinator or Student Services in the delivery of workforce and career services at our prison programs where possible.
6. Participate in various planning, recruiting and assessment initiatives and efforts in support of the program's objectives.
7. Collaborate with the various offices across the College that support the Second Chance Pell Program.
8. Engage in professional development activities that include remaining current in those academic support areas that can include learning styles, tutoring, developmental education, and supporting students with accommodations.
9. Maintain regular work hours to be determined in consultation with one's supervisor that supports the operations of the programs in the region where one is assigned and with the College when working from one of the campuses.
10. Serve on College committees and participate in College Governance.
11. Contribute and participate in outside activities to help promote goodwill and service.
12. Develop with supervisor and maintain a professional growth plan.
13. Conduct oneself in a professional manner promoting good relations between the correctional facilities and the college as well as with college employees, students, local community members, jurisdictional representatives and visitors.
14. Maintain an awareness of and function within the current requirements of the NCCC Rights and Responsibilities, Equity Action Plan and Drug Awareness Plan and other related employment requirements as outlined in the current NCCCAP Collective Bargaining Agreement (CBA).
15. Be cognizant of and maintain appropriate behavior as outlined in all College and Correctional policies.
16. Perform other duties as assigned by the Vice President for Academic Affairs or a College Officer in alignment with the general responsibilities of the position.

**Principle Performance Requirements:**

1. Serve as the College's Program Coordinator at least one correctional facility, performing critical academic, support and administrative functions in support of the Second Chance Pell Program including orientation, registration, advisement, tutoring, and assessment/reporting.
2. Work in partnership with the correctional facilities' educational supervisors to ensure successful delivery of the program including coordination of schedules and NCCC faculty and staff orientation.
3. Participate in the life of the College including involvement in shared governance and other areas of service.
4. Effectively work with our correctional colleagues and with diverse groups across the College community.
5. Possess and exercise strong written and verbal communications skills as well as strong interpersonal skills.

**Qualifications for the Job:**

1. **Education:** Master's degree in related field, preferably in Education, Adult Education, Community Education, Counseling or a related field preferred. Bachelor's degree in Education, Counseling or related field accepted.
2. **Experience:** Experience in delivering educational services in non-traditional settings to non-traditional students preferred as is career planning/transfer planning/academic advisement experience in a higher education setting.

**Key Competencies:**

1. Strong verbal and written communication skills.
2. Strong interpersonal skills.
3. Attention to detail.
4. Instructional knowledge, skills, and abilities.
5. Knowledge of student advising.
6. Responsiveness, timeliness, and professionalism.

**Salary Range:**

Salary range for this position is \$45,000-\$55,000 and is dependent on experience and level of education.