



Redeeming Scholars

Working Title

The following position description assumes funding for a full-time campus director.

CAMPUS PROGRAM DIRECTOR

Has, at a minimum, a bachelor's degree, has an incarceration experience, and has experience successfully navigating a university campus that enables them to effectively mentor formerly incarcerated students and build community among formerly incarcerated students and the wider university community. Program Directors have at least two years' experience running student support or reentry support or related programs. NOTE: Larger and more developed programs may have additional staff responsible for coordinating, for example, outreach or housing. Priority for such coordinating positions should likewise be given to people possessing experience both with incarceration and university campus life.

Job Duties

- Provide individualized pre-enrollment services to prospective Redeeming Scholars students who are intent on enrolling at a partner university and/or community college (e.g., academic assessment, financial aid advising) to help them prepare for admission to either university/college.
- Connect enrolled Redeeming Scholars students to financial aid services to help them obtain funding, and maintain a list of available scholarship opportunities, and assist students with the application process.
- Maintain regular contact with enrolled and prospective Redeeming Scholars students (**including currently incarcerated individuals**) to provide counsel, experience-based advice, and additional individualized support as needed to help students apply, matriculate, and graduate from either a community college, or university.
- Develop and maintain strong relationships and partnerships with faculty, staff, and administrators in various departments on both campuses, other local community colleges, and key stakeholders and partners in the community that promote the success of Redeeming Scholars.
- Liaise as needed with counterparts at other Redeeming Scholars programs as well as the leadership of the Redeeming Scholars Board.

ABOUT THIS PROJECT

In 2020, Oregon Solutions heard from individuals with a desire to improve post-secondary educational opportunities for formerly incarcerated individuals. Specifically, they want to create a campus-based, peer mentor program to help formerly incarcerated individuals access post-secondary education, including the trades, community college, and universities.

Redeeming Scholars (working title) is a project in development with the help from Oregon Solutions. The Redeeming Scholar team is comprised of members who represent sectors including formerly incarcerated, academic, trades, corrections, nonprofit organizations, parole and probation, courts, foundations, etc. This document is one work product from this collaborative team.



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- Seek to foster collegiality and mentorship amongst Redeeming Scholars students and between the broader student population of a member campus. Work intentionally to help integrate formerly incarcerated students into the broader student body.
- Manage students working as student assistants and use the office as an opportunity for workforce development.
- Oversee purchases for the program, preparing and submitting requisitions.
- Prepare and submit regular reports as required by the Redeeming Scholars Board and campus oversight advisory board.
- Develop and maintain strong records and statistical data regarding outreach, applications, admissions, retention, nature of program participation, and graduation rates, as a means of evaluating the program and articulating the expansion of services available to clients. Liaise with Institutional Research Boards (IRB) regarding data collection and analysis.
- Develop and maintain strong relationships and partnerships with faculty, staff, and administrators in various departments on both campuses (such as Admissions, Evaluations, Financial Aid, Student Success Services), other local community colleges, and key stakeholders as well as partners in the external community (e.g., probation, parole, corrections, reentry services) that promote the success of Redeeming Scholars.
- Stay knowledgeable regarding new laws and policies pertaining to incarceration, reentry, and financial aid that may impact Redeeming Scholars students.
- Create a policy and advocacy committee to support legislation that brings down systemic barriers that exist for formerly incarcerated students.
- Attend training and conferences as needed.
- Maintain and oversee the day-to-day operations of the program at the member campus, which includes, but is not limited to the following: facilitating the enrollment of all formerly incarcerated students who qualify for the program based on university as well as program criterion.