



Redeeming Scholars

Working Title

The following position description assumes funding for a full-time outreach/reentry coordinator.

CAMPUS OUTREACH-REENTRY COORDINATOR

Possesses 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 Coordinators are entry level and/or do not supervise non-student staff. 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

- Assess each student's unique academic needs and familiarize them with university transfer pathways and community services that will aid them in applying, matriculating, and ultimately graduating from a community college or university.
- Provide individualized pre-enrollment services (e.g., academic assessment, admissions advising, financial aid, and counseling) to prospective Redeeming Scholars students to help them prepare to apply for admission to the university, and to secure resources needed to make a successful transition from incarceration (housing, employment, medical and mental health care etc.).
- Conduct outreach and implement informational workshops for prospective Redeeming Scholars students in local correctional facilities as well as in community-based settings that serve the reentering population. Must travel to off-campus sites on a regular basis.
- Communicate with parole and probation on behalf of current and prospective Redeeming Scholars students when necessary (both adults and juveniles). Coordinator will selectively produce letters of support for Redeeming Scholars students and alumni to the Board of Parole, prospective employers, and academic programs.
- Maintain regular communication with enrolled and prospective Rebound students to provide counsel, experience-based advice, and additional customized support as needed to help students apply, matriculate, and stay on track to graduation.

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.



Redeeming Scholars

Working Title

- Update referral lists and extended network of support for continuing students and students recently released from custody.
- Manage paid staff and volunteers/interns in assisting in correspondence with currently incarcerated applicants throughout the state.
- Develop and maintain strong relationships and partnerships with faculty, staff, and administrators in various departments on campus, local community colleges, and key stakeholders and partners in the external community that promote the success of Redeeming Scholars.
- Coordinate orientations for newly admitted students and participate in opportunities to table during various campus events.
- Work closely with the Faculty Advisory Board and Volunteer Service Programs to recruit and train volunteers who can work and advance Redeeming Scholars goals on campus and in the community.
- Develop and maintain strong records, files, and tracking and statistical data on applications, admissions, retention, and graduates, as a means of expanding the program and articulating the expansion of services available to Redeeming Scholars students.
- Complete reports for funders.
- Updating social media and website with current information.
- Create and design flyers and other informational literature.
- Other duties as assigned.