



## **Position Description**

**Position:** SBI Academic Program Manager

**Reports to:** Jia Johnson

**Supervision:** \_Student Employees and Teacher Assistant\_

**Collaborate:** Internal MTS Departments and SBI Team.

## **Organization Overview**

For 190 years, we have been a progressive leader within the Reformed tradition committed to fostering a community of Christian leadership that serve diverse ministries and congregations in a challenging and complex world. Through academic excellence, critical reflection, and transforming witness, McCormick Theological Seminary uniquely equips excellent Church leaders for faithful, inclusive, and liberating ministries in God's world.

The Solidarity Building Initiative seeks to mitigate the numerous material, social, and political barriers system impacted individuals experience while incarcerated and upon release. We envision that liberative carceral education provides resources for intellectual and spiritual growth and flourishing for incarcerated learners and create communities of belonging and advocacy.

## **Position Summary**

The SBI Academic Program Manager (SBI APM) supports both in person and virtual academic programs offered at the Cook County Department of Corrections (CCDOC) through McCormick's Solidarity Building Initiative for Liberative Carceral Education. This position reports to the SBI Director.

The primary responsibility of this position is serving as the secondary liaison managing student academic processes and records, including the admissions process, course scheduling and coordinating logistics to offer a program of liberative carceral education at the CCDOC, includes but is not limited to offering courses, extracurricular workshops, faculty training, and all related activities to the academic program. This position develops and maintains policies, procedures and systems to ensure efficient workflow and service delivery related to student, faculty, and curriculum support. The SBI APM is responsible for coordinating services, operational support, and communication to students and faculty, including tracking, scheduling, trainings and compliance with policy. The SBI APM regularly interprets and communicates program, operational, and institutional policies, procedures, and rules.

The ideal candidate is a self-motivated, experienced project manager with excellent administrative skills, works well on pilot initiatives, can work independently and on a team,



strong problem-solving skills, experience with building and managing relationships across multiple demographics, and demonstrates commitments to social justice and equity.

This is a contract position with employee benefits, and subject to renewal after a one-year term based on securing additional funding. Compensation range \$55,000 - \$60,000.

**Responsibilities:** *This is a new position and duties will be flexible and varied as we determine the best configuration of responsibilities. They are likely to include the following:*

#### *Leadership*

- Serve as secondary SBI liaison for correspondence with CCDOC staff and liaisons. The SBI APM ensures the SBI Director is well informed on matters concerning the Seminary in Jail program, maintains a stable, professional relationship with CCDOC in accordance with MOU, and must exercise excellent independent judgement and discretion within an environment that is frequently fraught and unpredictable.
- Work collaboratively with internal departments to ensure the Seminary in Jail program is successfully integrated and institutionalized.
- Oversee and manage the process for offering new courses and onboarding faculty and guest instructors, such as working with SBI Faculty Representative, Assistant to the Dean of Faculty, and internal McCormick departments, coordinating instructor orientations, continuing education workshops, community building events, etc.
- Escort faculty (and other McCormick guests) into CCDOC, and provide support on-site for faculty, EA/TAs and students during instruction times as well as document observations for program evaluation and improvements.
- Supervise SBI Academic Program Assistant, Educational Assistants and Interns supporting Seminary in Jail programs, including working with the Director to craft job descriptions, interviewing and training and performance evaluations.

#### *Administration*

- Serve as administrator for the day-to-day responsibilities of the Seminary in Jail program includes but is not limited to tracking budget expenditures, managing academic calendars and delegating duties such as updating course catalogs, coordinating meetings with CCDOC staff, SBI teaching team, points of contact to obtain approval for syllabi, ordering supplies and processing the necessary paper work for obtaining clearance letters for volunteers.
- Oversee regular maintenance of internal databases used to store student records, including the SBI Google Drive folder for certificate courses, ensuring all course materials are uploaded, attendance roster is updated, homework is stored and shared with instructors and other related activities.
- Serve on the Academic Advisory Committee and Teaching Team meetings, ensuring meetings are scheduled, craft agendas, recording meeting minutes, send follow up communication and present when necessary certificate program, record meeting notes and provide follow up communication.
- Develop orientation and training/onboarding manuals, and course catalog.
- Respond to routine correspondence.
- Proofread and edit documents.



### *Miscellaneous Responsibilities*

- Lead efforts to connect incarcerated students with educational resources to support them while in the Seminary in Jail program and beyond, such as tutoring, Pell Grants, scholarship opportunities and degree granting programs for incarcerated students, including working with IL-CHEP Cook County Jail Higher Ed subcommittee to support educational recourse for incarcerated learners at CCDOC.
- Attends professional development trainings as assigned and regular internal meetings.
- Represent SBI director as appropriate with internal and external audiences related to Seminary in Jail programming.

### **Education and/or Experience**

- BA degree in any field
- Minimum of two years' experience as a teacher, trainer, advisor, or similar role
- Minimum of one year's experience in a supervisory role in an educational setting or similar (e.g. advising, counseling, instructional/learning environment)
- Demonstrated experience developing new systems or programs in which all details are not always clearly defined
- Experience working with diverse populations

### **Preferred Qualifications**

- Graduate degree in a related field, e.g. Education, Counseling Psychology, Program Administration, Social Services
- Experience providing professional support to college instructors
- Have been part of a prison education program
- Prison experience, or experience in similar institutions (e.g. reentry facility, juvenile detention center, immigrant detention center)

### **MTS Core Values**

- ***Social Justice:*** Responding to God's call... we study, pursue, and support justice and equity in our community and throughout the world.
- ***Cultural Diversity:*** We honor God's gift of a diverse world through a community open to experiences and opportunities to learn from one another.
- ***Connected Community:*** We cultivate meaningful relationships with alumni/ae and partners to nurture a network of support, belonging, and engagement where every they are.

### **SBI Core Values**

- ***Community-building & Collaboration:*** We value learning and working together in community through collaborating with community partners on various projects.



- ***Growth as a Creative Process of Transformation and Liberation:*** We take accountability for our growth and strive towards an orientation to transformation and liberating ourselves and those around us.

### **Competencies**

- ***Accountability & Dependability:*** Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
- ***Advocating Causes:*** Influences others to act in support of ideas, programs or causes.
- ***Initiative:*** Recognizes situations that warrant initiative and moves forward without *hesitation; reasonably resolves issues, problems or situations.*
- ***Relationship Building:*** Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.

### **Personal Characteristics**

- Orientation to and background of thoughtful leadership
- Passion for MTS's and SBI's mission and purpose and ability to communicate this passion to others
- Ability to serve as an advocate and exemplar for the vision, values, and mission of MTS and SBI.
- Demonstrated strong relational skills
- Excellent problem-solving skills with the ability to make quick pivots when necessary.

### **Knowledge, Skills and Abilities Required**

- Ability to work in professional environments, with people from varying demographic identities, working in teams to collectively achieve success.
- Ability to think creatively, "outside of the box," and analytically process/reflect about tasks and deliverables in new ways.
- Ability to be organized, maintain a calendar, keep track of individual and shared tasks, and communicate effectively about work.
- Must possess strong interpersonal skills and emotional intelligence.
- Must possess a high degree of personal integrity and ethics by respecting the confidential and sensitive nature of each individual's reentry efforts.
- Must be able to speak, read and write English with high proficiency. Bilingual in English and Spanish is a plus.

### **Successful candidates will have**

- Demonstrated ability to speak with thoughtfulness and critical understanding about teaching and learning;
- Demonstrated ability to speak with thoughtfulness and critical understanding about the social and historical contexts of SBI's work;



- Demonstrated ability to speak with thoughtfulness and critical understanding on issues of diversity and inclusion;
- Superior managerial, communication, and organizational skills;
- Demonstrated commitment to social justice and equity;
- Solid computing skills (Microsoft Office suite, Google Drive, Zoom, database experience).

**Type of work environment associated with the job**

- Indoor, office setting
- Remote and virtual
- Travel to Cook County Department of Corrections is required. Travel reimbursement is provided.

**interested applicants should send a cover letter and resume to Ashley Woodfaulk in the Human Resources Department at [awoodfaulk@mccormick.edu](mailto:awoodfaulk@mccormick.edu)**