

Prison Program Fellow

Job Description

Position Information

Position Title	Prison Program Fellow
Position Number	
Department	Dean of the College
Reports to (Title)	Director of the Prison Program
Seated Employee	

Employee First Name

Employee Last Name

Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary

The Prison Program Fellow will help the Liberal Arts in Prison Program (LAPP) as it continues its pilot in the state's only women's prison in Mitchellville, Iowa by providing crucial academic support for incarcerated students at both Newton and Mitchellville prisons. The Fellow will schedule and coordinate tutors and research assistants for college courses in prison; procure and coordinate course materials; provide tutoring themselves as appropriate; coordinate communication among incarcerated students, professors, and program staff.; coordinate transportation for instructors and tutors; assist LAPP staff with clerical work and record-keeping; and other duties as assigned.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job. Bachelor's degree from four-year college or university

If a specific degree, certification, license, or registration is necessary, please list. n/a

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job. Less than six months

Preferred Qualifications

Prefer candidates who have experience as a writing mentor, research tutor, or other academic peer tutor at Grinnell College. This is a Post-Baccalaureate fellowship. No overnight travel, but regular travel to Iowa prisons is required. Requires driver's license. Must be able to complete Department of Corrections clearance process to enter prisons. Must be passionate about working with non-traditional, adult students. Requires strong organizational skills, attention to detail, compassion, and ability to understand complex systems.

FLSA Category**Staff/Faculty**

Staff

Employment Status

Full-Time

Employment Category

Term

Essential Staff (emergency situations)?

No

On-Call?

No

Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility

Coordinate tutoring and other course supports; coordinate communication among incarcerated students, professors, and program staff

Percentage Of Time

70

Responsibility

Coordinate transportation; procure course materials

Percentage Of Time

20

Responsibility

Clerical work to support prison program staff

Percentage Of Time

10

General Responsibilities**General Responsibilities**

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) Perform other duties as assigned.

Supervisory Responsibilities**Does this job have supervisory responsibilities?**

No

If yes, then check all that are supervised by this position.

Supervise Student Staff

No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff

No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervision Received

Select the level of supervision that this position receives from their supervisor.

Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

Computer Operations

Please check one of the following

Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

Travel

Please check one of the following

No travel required.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data Over 2/3

- Essential or Marginal? Essential

Effective communication skills Over 2/3

- Essential or Marginal? Essential

Composing & comprehending communication materials Over 2/3

- Essential or Marginal? Essential

Establishing effective interpersonal Over 2/3

relationships

- Essential or Marginal? Essential

Adjusting to changes (work load, environment, department structure, etc.) Over 2/3

- Essential or Marginal? Essential

Using logic to define problems, collect information, establish facts, draw valid conclusions, etc Over 2/3

- Essential or Marginal? Essential

Making decisions of moderate to substantial consequence 1/3 to 2/3

- Essential or Marginal? Essential

Performing mathematical calculations Under 1/3

- Essential or Marginal? Marginal

Editing reports or technical materials 1/3 to 2/3

- Essential or Marginal? Essential

Planning and organizing (work load, schedules, events, etc.) Over 2/3

- Essential or Marginal? Essential

Handle stressful, emotional and/or frustrating situations 1/3 to 2/3

- Essential or Marginal? Essential

Working with numerous distractions Under 1/3

- Essential or Marginal? Marginal

Working under a time pressure and within timelines/deadlines 1/3 to 2/3

- Essential or Marginal? Essential

Coordinating work with others Over 2/3

- Essential or Marginal? Essential

Handling multiple assignments and priorities Over 2/3

- Essential or Marginal? Essential

Completing work in an accurate manner Over 2/3

- Essential or Marginal? Essential

Concentrating - maintaining attention to details and task Over 2/3

- Essential or Marginal? Essential

Memory functions (remembering names, details and procedures) Over 2/3

- Essential or Marginal?

Essential

Physical Requirements

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	1/3 to 2/3
Traverse/move locations	Under 1/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	Over 2/3
Ascend or descend ladder	None
Position self to access small or restricted spaces	None
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without assisted device)	None
Please check one of the following	Light physical activity performing non-strenuous daily activities.
Does this job have any essential vision requirements? Check all that apply.	Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	None
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Extreme cold (non-weather)	None
Extreme heat (non-weather)	None
Outdoor weather conditions	Under 1/3
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	None
Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	1/3 to 2/3
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
How much noise is typical for the work environment of this job? Check the appropriate level below.	Moderate noise (examples: business office with computers and printers, light traffic)

Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

Position Documents

No documents have been attached.