

**Prison Education Program Coordinator
Central Oregon Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=258648>

Downloaded On: Jun. 24, 2025 11:51pm

Posted Jun. 24, 2025, set to expire Jul. 20, 2025

Job Title Prison Education Program Coordinator
Department Prison Education Program
Institution Central Oregon Community College
Bend, Oregon

Date Posted Jun. 24, 2025

Application Deadline 07/20/2025

Position Start Date Available immediately

Job Categories Lecturer/Instructor
Professional Staff

Academic Field(s) Education
Administration - Other

Apply Online Here <https://apptrkr.com/6318722>

Apply By Email

Job Description

Image not found or type unknown



Prison Education Program Coordinator

**Prison Education Program Coordinator
Central Oregon Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=258648>

Downloaded On: Jun. 24, 2025 11:51pm

Posted Jun. 24, 2025, set to expire Jul. 20, 2025

Position Number: B1209PD

Starting Wage/Salary: \$33,475 - \$36,000 for 0.5 FTE plus exceptional benefits. This position is grant-funded through June 30, 2026 with no guarantee of employment after that date.

Close Date: 07/20/2025

Primary Purpose:

The Prison Education Program (PEP) Coordinator oversees a comprehensive educational program that provides adults in custody (AICs) the opportunity to earn transferable college credits while incarcerated at Deer Ridge Correctional Institution (DRCI) in Madras, Oregon. This position coordinates several aspects of the program, including program administration, student and faculty support, and post-release planning. The PEP Coordinator works closely with the DRCI Education Director, who supervises a GED program and a college-credit welding program.

Essential Duties and Responsibilities:

Program Administration

Coordinate with the DRCI Education Director, DRCI Faculty Lead, and DRCI staff to

- Manage PEP operations, including student access to academic and career advising, financial aid, accommodations, and support services
- Document and maintain DRCI-specific processes including but not limited to admissions, application, FAFSA, and registration
- Update the PEP student handbook regularly
- Maintain and manage the program budget, including purchasing equipment, textbooks, and materials
- Identify and implement program improvements
- Escort visitors, as needed, in accordance with facility protocols
- Perform other duties as assigned

Student Support

- Coordinate admissions process, including managing an Admissions Panel that includes other DRCI and college staff members
- Facilitate student completion of the Free Application for Federal Student Aid (FAFSA)
- Coordinate with COCCs First Year Experience program to orient and advise students on

Prison Education Program Coordinator Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258648>

Downloaded On: Jun. 24, 2025 11:51pm

Posted Jun. 24, 2025, set to expire Jul. 20, 2025

academic resources and financial aid

- Liaise with COCC admissions, records, registration, student accessibility services, career services, academic advising, wraparound supports, transcripts, and personal counseling areas, as needed
- Monitor student progress and implement early intervention strategies
- In coordination with DRCI Education director, review housing reports, meet with behavior health counselors, and discuss behavioral issues with staff to provide encouragement and seek solutions
- Serve as primary point of contact between students and college services after release
- Provide post-release education resource guidance

Faculty Support

- Collaborate with the DRCI Faculty Lead on annual course scheduling and faculty support
- Assist in recruiting, training, and supporting qualified faculty members
- Facilitate and review student course evaluations and send them to the dean

Data Management

- Collect and analyze program data with the DRCI Education Director
- Ensure compliance with accreditation standards, required reporting, and program viability evaluations

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Ability and willingness to work in a correctional facility, and to deal directly with incarcerated students
- Ability to learn Department of Corrections rules and implement them when working with students
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience
- Demonstrated ability to work amicably and productively in teams that include peers, supervisors, state agencies, the public, and full- and part-time staff
- Ability to interpret and apply union contracts to specific work situations
- Ability to coordinate and integrate the divergent needs and requirements of the college, its

**Prison Education Program Coordinator
Central Oregon Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=258648>

Downloaded On: Jun. 24, 2025 11:51pm

Posted Jun. 24, 2025, set to expire Jul. 20, 2025

contractor the Oregon Department of Corrections (Oregon DOC), different classifications of employees, and students

- Must be a self-starter, capable of independent action without supervision in compliance with both Oregon DOC and COCC policies and procedures
- Must possess a high degree of professionalism and integrity
- Must be willing to navigate facility security protocols, including key control, radio usage, and in managing groups of students
- Must be able to communicate effectively, both orally and in writing, using the English language with or without the use of an interpreter; ability to speak to groups and convey ideas effectively
- Ability to review, understand, and apply concepts presented in training programs, conferences, and/or professional literature, especially in regard to adult education methodology, assessments, and materials
- Must be computer literate with the ability to meet curriculum and program needs on a computer with minimal assistance
- Ability to manage complex budgets

Minimum Requirements:

Education:

- A Bachelors degree in a program offered by COCC

Experience:

A minimum of three years of experience in any combination of the following areas:

- Teaching in higher education or high school
- Working in student services, admissions, or records in higher education
- Supervising others

Preferred Qualifications:

- Experience working in a correctional setting or managerial experience in a similar environment and/or in programs serving similar populations
- Experience in data analysis or reporting to state entities
- Experience in student advising or counseling
- Masters degree in a program offered by COCC
- Ability to teach HD 100CS: College Success and/or other human development courses

**Prison Education Program Coordinator
Central Oregon Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=258648>

Downloaded On: Jun. 24, 2025 11:51pm

Posted Jun. 24, 2025, set to expire Jul. 20, 2025

To apply, visit <https://jobs.cocc.edu/postings/11373>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

**Prison Education Program Coordinator
Central Oregon Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=258648>

Downloaded On: Jun. 24, 2025 11:51pm

Posted Jun. 24, 2025, set to expire Jul. 20, 2025

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Prison Education Program
Central Oregon Community College

,