



**Job Title:** Prison Education Advisor  
**Reports to:** Dean of Instructional Affairs  
**Terms:** Full Time 12 Month Position with Benefits  
**Salary Range:** \$25,000 - \$30,000

**Overall Job Responsibilities:** Under the direction of the Dean of Instructional Affairs, the advisor works closely with the Prison processing assistant to ensure inmates desiring to pursue an Associate's of Applied Science degree or a vocational certificate are provided the appropriate counseling and guidance services.

**Principle Duties and Responsibilities:**

1. Process TSI registration for all qualified inmate students at prison facilities.
2. Provide the TSI pre-assessment activity to all qualified inmate students at prison facilities.
3. Administer the TSI test for qualified inmate students at prison facilities.
4. Coordinate and implement both academic and vocational registrations at all prison facilities.
5. Assist in processing inmates and their records for the purpose of enrolling in the college vocational programs at the prison facilities.
6. Develop and revise degree plans for all inmate students.
7. Provide academic and vocational advising as appropriate for all inmate students.
8. Assist with I-60 requests received from inmate students.
9. Input admissions applications, registration forms and TSI test scores into Poise.
10. Docubase all applications and forms.
11. Coordinate and facilitate all aspects of the graduation ceremony for inmates earning an AAS degree.
12. Coordinate and facilitate orientations as needed at the prison units.
13. Assist the counselling and advising office during campus registration.
14. Perform other Duties as assigned.

**Required Qualifications:**

- An associate's degree and or 5 years of experience with a government funded company or institution.
- Experience with counseling and student services.
- Ability to create and maintain professional relationships.
- TDCJ prison clearance or the ability to attain same.

**Preferred Qualifications:**

- An associate's or bachelor's degree in counseling, student services, education or related field.
- Knowledge of the Texas Success Initiative (TSI).
- Experience in Academic Advising in a college/university environment.
- Familiarity with TDCJ rules and regulations.
- Previous college prison program experience.

**Desired Qualities and Characteristics:**

- A demonstrated passion for the pursuit and attainment of higher education.
- Excellent public relation, organizational skills, communication and interpersonal skills.
- Must be service -oriented, promote excellence, and embrace a commitment to professionalism.
- Demonstrate sensitivity to the needs of students, faculty, and staff from a variety of backgrounds.

**To apply, please submit via e-mail only:**

1. A current resume
2. A cover letter, not to exceed 2 pages, that includes a description of how the applicant meets the "Qualifications" and the "Desired Qualities and Characteristics" as detailed in the job announcement. The applicant may also include other professional experiences that are applicable.

Please submit resume and cover letter to [jobs@wtc.edu](mailto:jobs@wtc.edu).

Application due: March 5, 2021.