



Peer Support and Reentry Coordinator
Marquette University
Center for Urban Research, Teaching & Outreach
Education Preparedness Program & McNeely Prison Education Consortium

Posting Number	201104186
Posting Title	Peer Support and Reentry Coordinator
State	WI
Employment Status	Full Time
Hourly Wage	\$22-\$25
Benefits	Eligible for Marquette University Total Rewards package (<i>Please go to the 2024 Total Rewards Guide for more information.</i>)
Position Status	Limited Term
If Limited Term (End Date of Assignment, Project, or Grant)	12/31/2025
Position Type	Staff
Job Family	Student Support, Advising, and Career Development
Position Overview	<p><i>Be The Difference Begins with Great People.</i></p> <p>Are you looking for a new opportunity where you can make the difference in the lives of students and faculty? We’re always looking for highly talented individuals to join our team – people who think big, care deeply, and believe in being the difference in their work and community.</p> <p>We prioritize student success, access to education, and service in our work to educate well-rounded servant leaders who transform their fields, our society and the world. Our Catholic, Jesuit approach emphasizes student engagement with the world around them and formation of the heart and mind.</p> <p>We believe in our mission: The search for truth, the discovery and sharing of knowledge, the fostering of personal and professional excellence, the promotion of a life of faith, and the development of leadership expressed in service to others. These core values guide our relationships with our students, each other, and our community.</p> <p>Marquette University offers a rich and competitive Total Rewards package including medical, dental, vision, 403(b) with up to 8% company match, 5 weeks of time off to start, and tuition benefits for employees, spouses, and dependents with no payback requirement! For more information, please view the 2024 Total Rewards Guide.</p> <p>This role of Peer Support and Reentry Coordinator is focused on acting as a mentor, advocate, and resource to students impacted by the criminal legal system as they enter or return to college. This position will assist Education Preparedness Program (EPP) students and McNeely Prison Education Consortium (MPEC) scholars to find resources, determine their educational goals and appropriate program fit given their academic readiness and life situation. This role will also provide emotional support and direct student support navigating academic processes. (While this position is grant-funded through 2025 it has potential for renewal.)</p>

	<p>This is your next opportunity to join an organization that invests in their employees' career journey by diversifying their skills, deepening their expert knowledge, encouraging a healthy work-life balance, focusing on personal wellbeing, providing leadership training, and sustaining a culture of respect and inclusion.</p>
Duties & Responsibilities	<ol style="list-style-type: none"> 1. Provide mentoring and emotional support to EPP students. This can include modeling effective coping skills and self-help strategies based on experiential knowledge, providing support to individuals in crisis, and promoting independence and self-autonomy in decision making. 2. Recruit and support retention of legal system impacted students. This includes attending events at reentry organizations in the region and reentry fairs inside correctional facilities and communicating consistently with potential and existing students. Provide oversight to students engaged in recruitment and reentry events. 3. Support EPP students through admissions processes to EPP and between EPP and MPEC including assist with admissions applications and enrollment processes, completion of financial aid documents (FAFSA), and provide direction on transcript requests. 4. Locate various re-entry resources, connect participants appropriately and assist students in utilizing those resources. 5. Communicate with and advocate to supervisors, faculty, and other staff about the needs, skills, and goals of EPP students. 6. Assist EPP and MPEC leadership in assessment of student readiness and attend student checkup meetings serving as the advocate for the student. 7. Coordinate student events and educational support opportunities. This includes but is not limited to helping EPP and MPEC staff to organize graduation ceremonies, student information nights (e.g., explore the major's fairs, resource nights), help coordinate community building events.
Required Knowledge, Skills & Abilities	<p>Associate's or vocational/ technical school degree required Minimum of one year of related experience Personal knowledge of secondary education procedures, institutions, and departments Patience and strong sense of empathy Strong work ethic, Highly motivated, Organized, Flexible and Adaptable Takes initiative to research best practices and resources Familiarity with higher education academic contexts Strong communication and relationship building skills Event planning and facilitating</p>
Preferred Knowledge, Skills and Abilities	<p>Bachelor's degree preferred Personal experiential knowledge of the criminal legal system preferred</p>
Training & Certification	<p>Peer Specialist Training & Certification is not required before starting this position, however, will be highly encouraged to complete prior to the end of the first 6 months in the position</p>

Department	College of Arts & Sciences
Posting Date	09/23/2024
Closing Date	
Special Instructions to Applicants	Please go to Marquette University Peer Support and Reentry Coordinator (https://employment.marquette.edu/postings/22052) to apply online at Marquette University Employment
EOE & ADA Statement	<p>It is the policy of Marquette University to provide equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status or any other applicable federal or state-protected classification.</p> <p>In support of the stated mission of Marquette University, and in compliance with the letter and spirit of all applicable federal, state and local laws governing affirmative action, equal employment opportunity and the Americans with Disabilities Act (ADA) of 1990, the university has established specific policies and practices that apply to the entire Marquette community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential position duties.</p>
Required Documents	<p>Required Documents:</p> <ol style="list-style-type: none"> 1. Resume 2. Cover Letter / Letter of Application <p>Optional Documents:</p> <ol style="list-style-type: none"> 1. References
Posting Specific Questions	<p>Required fields are indicated with an asterisk(*).</p> <ol style="list-style-type: none"> 1. * Do you have an Associate's or vocational/technical school degree? Yes No 2. * Do you have at least one year of related experience? Yes No