

## **CONSULTING OPPORTUNITY for TUPIT (Tufts University Prison Initiative of Tisch College)**

### **CONSULTANT: Prison Education Program Support**

The Tufts University Prison Initiative of the Tisch College of Civic Life ([TUPIT](#)) seeks a part-time consultant to support the administration of its college-in-prison and [MyTERN reentry](#) programming. TUPIT is currently in the process of expanding and developing new systems to support sustainability, including the administration of Pell grants for incarcerated students. Consultant will work closely with TUPIT's director and will coordinate leadership teams across Tufts and Bunker Hill Community College working together to prepare for Pell implementation and further program sustainability. Consultant will set and attend organizational meetings, research funding sources and related programs, and contribute to streamlining the administrative functioning of TUPIT programs. In addition to working closely with the director and other program leaders, this individual will work with Tufts undergraduates serving leadership positions for both programs.

Consultant will be expected to

- 1.) become familiar with TUPIT college-in-prison and reentry programming in the context of higher education in prison programs nationwide with the aim of helping to support and guide the identification and implementation of next steps for TUPIT
- 2.) help identify and implement policies and procedures through the collaborative construction of a 3-year plan and document all processes and policies enabling this plan
- 3.) specifically with respect to financial aid, define resources, tasks, team members from both schools, and position/s deemed necessary to support students in a Pell-supported TUPIT environment.

→ This is a one-year consultant opportunity with the possibility of continuation pending funding and proven success in the role at a mid-year and an end-of-year evaluation session. Hours required will depend on the consultant's efficiency and effectiveness and may vary week to week. It is expected that consultant will meet at least 3 times each week with the director, will be very responsive to email, and will maintain flexibility around scheduling events and meetings and completing tasks that may involve driving. Some meetings will be virtual.

**Start:** Some flexibility: onboarding in April 2022, with tasks increasing in May.

**Required Education:** Bachelor's degree or demonstrated relevant experience

### **Preferred Experience and Skills:**

- Self-starter with positive relationship-building and collaboration skills
- Maintain time-sensitive communications with consistency, meet deadlines, and have a demonstrated capacity for follow through
- Strong writing skills and attention to detail in all functions

- Capacity to remain flexible under pressure, problem-solve, and seek creative solutions
- 2+ years of demonstrated experience in education or non-profit administration
- Passion for cultivation of educational potential and academic success in a diverse, inclusive, and justice-centered environment.
- Familiarity with college in prison programming
- Direct and/or indirect experience with incarceration or the criminal justice system and an understanding of the impact and value of working with currently incarcerated people in a correctional facility and in a reentry setting
- Familiarity with FAFSA and federal financial aid
- Familiarity with or willingness to learn Peoplesoft and Powerfades
- Access to transportation for driving materials and supplies to the prison desirable but not required

**Please send the following by March 20, 2022:**

1. Resume or CV
2. Letter of interest and experience including approximation of time available
3. List of 3 references with contact information

To: [TUPIT@tufts.edu](mailto:TUPIT@tufts.edu)

OR

*TUPIT Hiring Committee  
Tisch College of Civic Life  
163 Packard Avenue  
Medford, MA 02155*

Review of Letters of Interest will begin on March 20 and continue until the position is filled.

Questions can be addressed to TUPIT Director, Hilary Binda, at [hilary.binda@tufts.edu](mailto:hilary.binda@tufts.edu).

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**Please note: Tufts requires all community members to be fully vaccinated. See policy:**  
<https://coronavirus.tufts.edu/healthy-at-tufts/covid-19-vaccinations-tufts>

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