



**Corban University**  
Position Description

## **PRISON DEGREE PROGRAM DIRECTOR**

DEPARTMENT: School of Arts and Sciences  
SALARY: Commensurate with qualifications and experience  
FLSA STATUS: Exempt / Full Time  
Revised March 2019

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***Application process on page 3***

**MISSION:** To educate Christians who will make a difference in the world for Jesus Christ.

**SUMMARY:** The Prison Degree Program Director will serve as the “on-site” director of operations for the Corban University instructional site located at the Oregon State Correctional Institution (OSCI) and sponsored by Paid In Full Oregon (PIFO). The position acts as the lead liaison with OSCI and PIFO officials and serves as head of program operations and development.

### **ESSENTIAL FUNCTIONS**

- Supervise faculty and staff providing education services, including: training and approval to teach, scheduling, assigning and reviewing course teaching assignments, evaluating performance, and recommending various personnel actions.
- Teach 6 FTE each semester and 3 FTE in the summer in appropriate areas of expertise within the school.
- Serve as primary liaison with OSCI officials including correctional officers and administration; provide support and encouragement when appropriate to chaplain and unit; participate in applicable ceremonies and events throughout the year.
- Participate in interviewing and hiring decisions for personnel.
- Work with the Dean to establish curriculum and class scheduling.
- Serve as primary liaison with PIFO officials including executive director and administration.
- Maintain program security under the direction of Oregon State Correctional Institution (OSCI) which includes securing all necessary Faculty/Staff training and re-training
- Manage educational assets and resources on site.
- Support PIFO as they seek funding from external stakeholders including foundations and individual donors.
- Oversee all aspects of enrollment management including application process, admissions, student retention.
- Create, administer and manage policies related to student academic life in coordination with OSCI policy, including code of conduct, disciplinary process, academic standards, discipleship, mentoring and internship programs.
- Serve as academic counselor for students.
- Oversee day-to-day operations of the program including; record keeping, program budgeting and purchasing
- Coordinate graduation and convocation with Corban and OSCI
- Oversee traditional Corban students coming for approved ministry or academic reasons.
- Oversee/Approve/Coordinate co-curricular training/ internship program:



- Develop/approve internship descriptions and requirements
- Coordinate operations with Unit officials
- Oversee internship leaders
- Assist OSCI in deployment of graduates to other prisons
- Operate “retraining” process for graduates suspended for disciplinary issues
- Perform other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to converse with and earn respect of diverse population of stakeholders
- Broad knowledge of program management, accounting and budget and contract development and administration
- Knowledge of adult education principles, curriculum development, program and staff evaluation
- High level of comfort working with computer applications software.
- Demonstrated ability to plan and implement instructional programs appropriate to adult learners
- Knowledge of strategies and techniques to instruct students with varying learning styles.
- Skilled at conflict resolution
- Ability to display empathy and positive regard for others in written, verbal and nonverbal communications
- Attention to detail demonstrated in habits of punctuality and respect for deadlines,
- Skill at collaborative problem solving
- Ability to foster and maintain confidentiality

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Doctoral Degree in Ministry/Spiritual Formation/Chaplaincy/Pastoral Counseling or related field desired; Master’s degree required.
- Must be able to pass and maintain security clearance and be approved to enter OSCI facilities
- Previous working experience within a correctional facility preferred.
- Over 5 years related experience including at least 2 years supervisory experience preferred.
- Teaching experience in a secondary classroom, community college, and/or university preferred.
- Must be able to work a flexible schedule including late afternoons and evenings; attend monthly meetings as requested.
- Evangelical Christian commitment and lifestyle consistent with the university’s mission as described in the institutional Statement of Faith.
- Candidates should value an environment that reflects the diversity of God’s kingdom, engages in global concerns and connects culturally.

**WORKING CONDITIONS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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#### ***Faculty Overview***

*Corban University is a Christian university whose purpose is to educate Christians who will make a difference in the world for Jesus Christ. The university is accredited by the Northwest Commission on Colleges and Universities. Corban provides a strong Bible-centered academic program with more than 50 majors and programs of study including professional, liberal arts, and ministries. Along with traditional and adult degree completion programs at the undergraduate level, Corban offers graduate teacher licensure programs and graduate degrees in education,*



*business, counseling, and ministry. A personal relationship with Jesus Christ is a requirement for all employees and students. Within these guidelines, it is our policy to provide equal opportunity to all applicants, employees and students and to not discriminate on the basis of gender, disability, race, color, national origin or age in access to, or treatment in employment.*

### ***Institutional Statement***

*Corban University is a private comprehensive university of liberal arts, ministry, and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.*

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### ***To Apply***

#### **Interested Candidates please submit the following:**

- Letter of application
- Curriculum vitae and transcripts
- Brief testimony of your Christian faith and statement of current ministry involvement
- Three letters of recommendation
- Completed Corban faculty application found on our website: [www.corban.edu/employment](http://www.corban.edu/employment)
- Please read more about Paid in Full at <http://www.paidinfulloregon.org/>

Send or email to:  
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