

Part-time Facility/Program Coordinator Correctional Education

North Central State College provides post-secondary coursework at the Richland Correctional Institute (RiCI) for evening certificate coursework (Operations Management) to approximately 15-20 students each term. The Coordinator position would work primarily from RiCI during late afternoons/early evenings approximately five (5) hours per week.

Ideally, the coordinator will also instruct at least one evening class at RiCI to help maintain strong student engagement. The individual will have a separate adjunct teaching contract. Given this potential dual role, preference will be for applicants that possess a Masters' in Business Administration to meet instructor requirements. Please note this posting only covers the Coordinator duties.

Essential duties/responsibilities include but are not limited to the following:

Recruitment/On-Boarding

- Recruit (each semester) eligible students into the program by providing announcements, distributing literature in the school area, housing units and by attending other approved scheduled meetings.
- Assist students with completion of admissions documents.
- Plan and provide brief orientation outlining College and ODRC policies, support services available, and keys to success. Assist students with initial and ongoing registrations each semester.

Ongoing Advising/Coaching

- Act as a liaison amongst student, faculty, NCSC support staff, and ODRC staff.
- Provide a monthly schedule and/or school calendar for ODRC staff/students.
- Be available to all students at least once a week for academic counseling or other needs. Utilize proactive advising and case management techniques to empower students to develop and accomplish their personal, academic, and career goals.
- Input data and maintain accurate records.
- Provide pre-release career counseling mirroring close to what is provided on the main campus. Assist in developing educational/career planning activities and workshops for students.
- Work with NCSC departments to ensure seamless transition to NC State for program completion (on campus and/or online)

upon release. As an alternative, advise on transfer paths with other Ohio colleges and universities that are members of the Ohio Penal Consortium.

- Maintain confidentiality of student records and adhere to the College's interpretation of FERPA rules for the release of student information.

Program Administration

- Communicate with Central School System, ODRC and prison facility staff to coordinate all aspects of College programming; this may include attending meetings, scheduling office times for students, and/or providing potential student names and information.
- Use ODRC forms and systems to complete all required reports based on established timelines (pursuant to ODRC policy)
- Work with the facility/prison staff to ensure the safety of all parties involved including instructors and students.
- Attend required ODRC training and complete all required forms and background checks.
- Coordinate access to textbooks and supplies as needed for each course provided following ODRC and prison policies and restrictions.

Required Qualifications:

Education: Bachelor's degree in education, student development, student services or higher education leadership. A master's degree in business administration is preferred given the desire to link this position with an adjunct instructor position in business.

Experience: A minimum of two (2) years' experience or training in a program area of specified academic division, career counseling or other student services is preferred.

Application Review Begins: November 13, 2025

Position open until filled (Posted October 30, 2025)

Ready to Join Us?

Submit your resume and cover letter at:

👉 www.ncstatecollege.edu/jobs

Or send to:

North Central State College

Attn: Human Resources
2441 Kenwood Circle
Mansfield, OH 44906