



Catholic
International
University

300 South George Street, Charles Town, WV 25414

Part-time Position Available Immediately

Prison Ministry Coordinator

Catholic International University is looking for a compassionate, self-motivated, detail-oriented individual to perform a full range of duties to support our Prison Ministry Program.

Responsibilities

- Manage all aspects of correspondence for the program including but not limited to providing information and consultation both internally and externally, communicating with program sponsors, student enrollment communication, shipping courses, and receiving completed assignments.
- Manage all aspects of enrollments including but not limited to input enrollments into the system, award scholarships, manage grading, reporting grades in the system, and suggesting next courses.
- Provide regular status updated to the program director including program data and statistics, scholarship funds and issues.
- Work directly with sponsors offering scholarship assistance, and manage scholarship funds.
- Work with University Registrar and other internal stakeholders as necessary to support the students seeking academic degrees.
- Other duties as assigned by the Program Director

Requirements include:

- Interest in working with the incarcerated; background familiarity preferred
- Strong oral and written communications skills, knowledge of basic office procedures and softwares including Google Workspace and Microsoft Office.
- Knowledge of Populi preferred, or comfortable with learning educational software systems.
- Familiarity with shipping and postage using a product such as, Stamps.com (preferred)
- Attention to details such as names and addresses as well as procedures associated with Coordinator tasks
- Education equivalent to ability of competency, AA degree (BA preferred)
- Minimum 1 year appropriate relevant work experience

This is a part-time position for approximately 20 hours per week that requires presence in our Charles Town, WV offices. Salary based on qualifications. Qualified candidates should send a resume, salary requirements and personal statement to Amy Shouse at ashouse@catholicIU.edu.

Catholic International University does not discriminate against any applicant or student on the basis of sex, race, color, age, national origin, religion, disability, or any other status protected by applicable law.