

Corrections Education Specialist Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=259238>

Downloaded On: Jul. 12, 2025 5:00pm

Posted Jul. 7, 2025, set to expire Jul. 21, 2025

Job Title Corrections Education Specialist
Department SCC Corrections Education
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Jul. 7, 2025

Application Deadline 07/24/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Educational Services
Counseling Services
Admissions/Student Records/Registrar

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Apply By Email

Job Description

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Corrections Education Specialist

Community Colleges of Spokane

Location: SCC Airway Heights Correction Center Spokane

Department: SCC Corrections Education

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Salary Range: \$3,752 - \$5,011

Starting salary for this position is: \$3,752 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 07/24/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Corrections Education Specialist

JOB SUMMARY

Reporting to the Associate Dean of Corrections Education, the Corrections Education Specialist will work onsite at the Airway Heights Corrections Center (AHCC) with incarcerated individuals. The primary focus of the role is to explain the Free Application for Federal Student Aid (FAFSA), the Pell Grant, and other funding sources available to a student and ensure all necessary documentation is complete and submitted to the Spokane Community College (SCC) Financial Aid department.

The Corrections Education Specialist conducts appointments that provide clear and concise information to incarcerated individuals. This position works closely with SCC's Financial Aid department and will receive direction from the Associate Director of Financial Aid.

The Corrections Education Specialist works independently. They interpret and work in accordance with federal, state, and college policies, procedures, and regulations, and coordinate with other SCC programs and offices.

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Applicants who have experience with incarceration or knowledge of the corrections system are encouraged to apply. Appointment of the successful candidate to this position will be contingent upon a satisfactory outcome of a criminal conviction history check.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Meet with incarcerated individuals at AHCC to explain the Pell Grant and provide counseling and assistance with completing the required paper FAFSA (Free Application for Federal Student Aid) for incarcerated students. *
- Collect and process necessary paperwork required for the Financial Aid department. *
- Provide outstanding service to students, ensuring the student is comfortable with their financial aid and educational plan. *
- Liaise with the Education Navigator at AHCC to advise re-entry students on educational opportunities, academic progress, and funding sources, helping them identify and choose the best academic paths to achieve their goals. *
- Receive training from and coordinate with Financial Aid staff to assist students in navigating the financial aid process, problem resolution, appeals, regulatory requirements, and general information. *
- Assist with quarterly processes such as Satisfactory Academic Process (SAP). *
- Assist in the preparation of complex comprehensive plans, summaries, recommendations, progress, or special reports for incarcerated students. Track engagement, enrollment, progression, and completion outcomes for all program participants, and report monthly. *
- Attend trainings and professional development opportunities, including state and federal meetings as needed. *
- Work with program participants, staff, representatives of outside organizations or members of the public in defining the needs and planning, designing, and developing specialized program activities. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance the Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

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- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about https://apptrkr.com/get_redirect.php?id=6357411&targetURL= *

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Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Associate degree from an accredited institution OR two years of work experience. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Demonstrate excellence in providing customer or student-centered service. This involves outstanding interpersonal skills, strong organizational abilities, and great attention to detail to ensure a positive and supportive experience for all clients or students.
- Exceptional interpersonal, oral, and written communication skills. This includes the ability to convey information clearly and effectively in both written and verbal forms, and to interact positively with a diverse range of individuals.
- Ability to represent the department and SCC in a friendly, courteous, and professional manner.
- Knowledge of computers and spreadsheets, databases, and word processing software.
- Proven ability to work within deadlines.
- Must be able to work as a member of a team.
- Ability to interpret and apply regulations, policies and procedures received from multiple sources.

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- Must be task oriented and able to streamline processes after evaluating areas.
- Ability to maintain a high level of confidentiality.
- Ability to perform mathematical calculations and/or verify information accurately.

DESIRED QUALIFICATIONS

- Bachelor's degree from an accredited institution.
- Knowledge of college procedures that affect financial aid and student success such as: Student Records, Tuition and Fees, Refunds, Degrees, and Certificates etc.
- Experience with ctcLink (PeopleSoft).
- Experience working with Federal Financial Aid programs and resources.
- Demonstrated experience working with the criminal justice systems or incarcerated populations.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment inside Airway Heights Corrections Center.
- Work is sedentary in nature.
- Frequent use of computers and exposure to terminal screens.
- Visual focus and strain.
- Work in a semi-open office setting with frequent interruptions and background noise.
- Work directly with students/clients.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week).
- 6-month probationary period.
- This position is overtime eligible.
- Must successfully complete the 4 week DOC Correctional Worker Core (CWC) training program within 6 months of employment.
- Ability to work in a correctional setting, which includes being searched prior to entering the facility and complying with rules regarding bringing in limited personal belongings.
- Criminal background check required.
- This position is covered under a collective bargaining agreement. Membership is optional.

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Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

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Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/corrections-education-specialist-spokane-washington-united-states-92e13c2d-29cd-4094-9d1d-96bf22b3686d>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

SCC Corrections Education

Community Colleges of Spokane

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