



### **Job Title: Instructor- Donnelly College at Lansing Prison Program** (Theology, English, Accounting, Mathematics)

**Location:** Lansing Correctional Facility

**Full/Part Time:** Part Time

**Exempt/Non-Exempt:** Non-Exempt

**Position Reports to:** Coordinator of Lansing Prison Program

#### **About Donnelly College**

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class, with special focus on "those who might not otherwise be served." Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success and by serving as the region's only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor and associate degrees and certificates. To find out more, please visit [www.donnelly.edu](http://www.donnelly.edu).

#### **Job Summary**

The Instructor will teach select courses as part of the associate of arts/associate of applied science degree offered at the College's Lansing Correctional Facility (LCF) satellite campus. Must be credentialed in the area of Instruction and must be able to pass a background check and complete Virtus training.

#### **Responsibilities**

- Work with the main campus team to determine the sequence of class offerings.
- Advise, consult, and maintain files of student inmates and their courses of study.
- Maintain positive relationship with LCF staff, administrators, and Donnelly staff office at LCF.
- Teach assigned courses at LCF appointed time slots.
- Perform other duties as assigned.

#### **Qualifications**

- Excellent oral and written communication and interpersonal skills with students, faculty, staff, and administrators.
- Strong organizational skills and attention to detail.
- Commitment to prison rehabilitation.
- Master's degree in credentialed area of teaching or master's degree + 18 credits in subject area
- Minimum of three years teaching at the college level required.
- Philosophically aligned with the mission and values of the College to engage and support our Catholic identity, practicing Roman Catholic preferred.
- Experience working in a prison preferred.
- Ability to pass Department of Corrections/KBI background check required.

#### **How to Apply**

Please e-mail your cover letter, resume and transcripts to [hr@donnelly.edu](mailto:hr@donnelly.edu) with **Instructor-Lansing Correctional Facility** in the subject line. For fullest consideration, interested applicants are encouraged to submit their application materials prior to **August 1, 2020**.