

EDUCATION SUPPORT SPECIALIST III, #00205
(Working Title: Student Success Center Coordinator)

J. Sargeant Reynolds offers a variety of programs and services to the residents of the City of Richmond and surrounding areas. Our three major campuses serve over 19,000 credit students, and provide training for an additional 14,000 students through the Community College Workforce Alliance. Over the years we have educated more than 300,000 people in the Richmond area, in credit courses. Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Education Support Specialist III, Pay Band 4. This position will be assigned to the Division of Student Affairs, Goochland Campus, 1851 Dickinson Road, Goochland, VA.

TYPE OF APPOINTMENT: Full-time classified position with state benefits.

DUTIES: The Student Success Center Coordinator will coordinate and participate in the planning, directing, and implementation of college entry services to new and returning students through the campus Student Success Center. This position is responsible for the day-to-day operations and delivery of services in the Student Success Center, to include admission, academic advising, veterans' affairs, registration, financial aid and the information desk. Position will also plan and coordinate multiple program tasks and evaluate program effectiveness. Additionally, this position will direct and supervise employees of the Student Success Center.

QUALIFICATIONS REQUIRED: Considerable working knowledge of academic and career advising; financial aid; enrollment processes; and retention strategies. Considerable working knowledge of transfer options relating to career choices and four-year colleges and universities. Considerable knowledge of customer service practices and principles. Demonstrated ability to direct the work of others and supervise staff. Demonstrated ability to administer and evaluate results of assessments. Demonstrated ability to communicate effectively orally and in writing, and work with a diverse population of students, parents, faculty and staff; and to use personal computers with current software programs. High school diploma or equivalent. The selected candidate must be able to pass the college's pre-employment security screening.

QUALIFICATIONS PREFERRED: Bachelor's degree from an accredited college or university is preferred. Masters' degree in college and personnel services, counseling, higher education administration, or a related field is also preferred. Experience providing counseling to students in a community college environment is also preferred.

PAY BAND RANGE: \$31,352 - \$64,347

STARTING SALARY: Approximate starting salary, \$31,352- \$33,300, based on related full-time experience and pre-employment salary.

APPLICATION DEADLINE: Applications will be accepted through February 24, 2012.

APPLICATION PROCESS: To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>.