

J. Sargeant Reynolds
Community College



COUNSELOR FOR STUDENT LIFE
(POSITION NO. GA026)

J. Sargeant Reynolds Community College is Virginia's third largest community college, serving more than 17,000 credit and 22,000 non-credit students annually. The College provides education and training at three campuses, at 35 satellite locations, and through distance learning programs. J. Sargeant Reynolds plays a pivotal role in economic development in the metro Richmond area, training, and retraining the workforce. Additional information is available at the College's Web site: www.reynolds.edu

The College is seeking applicants for the position of Counselor for Student Life. The position will be assigned to the Office of Student Life which is part of the Division of Student Affairs, located on the Parham Road Campus, 1651 E. Parham Road.

TYPE OF APPOINTMENT	Restricted full-time twelve-month professional faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Approximate maximum hiring salary: \$52,314.
QUALIFICATIONS REQUIRED	Master's degree in higher education administration, student personnel, counseling or a related field from an accredited institution. Considerable knowledge of college student development theories, methodologies and practices. Considerable knowledge of college policies and administrative procedures related to student life programs. Working knowledge of budget development and management. Demonstrated ability to plan and coordinate multiple student programs and activities, and evaluate the effectiveness of student life programs. Demonstrated ability to perform complex problem-solving and sound decision-making. Demonstrated ability to direct the work of others and supervise staff. Demonstrated ability to communicate effectively, orally and in writing; to work effectively with students, staff, and faculty of diverse backgrounds; and to use a personal computer with current software programs.
QUALIFICATIONS PREFERRED	Considerable experience in developing grant proposals, grant administration, and budget management. Current experience in supervising and evaluating staff.
POSITION RESPONSIBILITIES	To assist in the development of a comprehensive student life program that will lead to increased student success and retention at the college.
APPLICATION PROCESS	Application reviews will begin October 25, 2007 . Applications will be accepted until the position is filled.

For full consideration, interested candidates are required to submit a completed Commonwealth of Virginia employment application, curriculum vitae, and unofficial transcripts. Official transcripts and three current letters of recommendation relevant to this position will be required prior to employment. All correspondence should be sent to the Human Resources Department, J. Sargeant Reynolds Community College, P. O. Box 85622, Richmond, VA 23285-5622. Phone: (804) 523-5249.

Women and minorities are encouraged to apply.
"Reasonable accommodations" are provided for applicants with disabilities.
AA/EOE/ADA