

J. Sargeant Reynolds
Community College



ASSISTANT COORDINATOR, DISTANCE LEARNING
(POSITION NO. FA014)

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 Assistant Coordinator, Distance Learning. This college-wide position will be physically located at the Parham Road Campus, 1651 E. Parham Road.

TYPE OF APPOINTMENT:	Full-time twelve-month faculty ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$49,823 - \$83,703. Approx. maximum hiring salary: \$66,763.
QUALIFICATIONS REQUIRED:	Master's degree from an accredited institution, with 18 graduate semester hours in a JSRCC teaching area. Additional graduate level coursework in Curriculum and Instruction, the Adult Learner, Distance Learning Instruction, Instructional Technology/ Instructional Design/Educational Technology or related areas. Considerable knowledge of pedagogies related to adult learners and the use of various multimedia technologies in instruction. General knowledge of instructional design theory and applications. General knowledge of current and developing trends in assessment and evaluation of the educational process in higher education, especially in distance education, technology-assisted instruction, and instructional technologies. Demonstrated ability to develop and manage distance learning courses, to coordinate instructional activities between various groups, individuals and classroom/laboratory sites. Demonstrated ability to effectively utilize Microsoft Office products. Demonstrated ability in project conception, design, planning, implementation, and in managing multiple tasks and projects. Demonstrated ability to work effectively as a part of a diverse team, to work in a fast-paced, frequently changing environment. Demonstrated ability to communicate effectively, orally and in writing.
QUALIFICATIONS PREFERRED:	Minimum of two years teaching experience at the college level using multi-media technologies, course management systems, and other resources for the electronic delivery of instruction. Experience in teaching in an online environment and advising students. Considerable experience in training or mentoring faculty in the use of software, course management systems, and other resources for the electronic delivery of instruction. Experience in developing, collecting, analyzing assessment data for quality assurance in delivery of instruction and services or experience in assessment of student learning outcomes. Experience with Allied Health distance learning programs and courses.
POSITION RESPONSIBILITIES:	The Assistant Coordinator, Center for Distance Learning, assists in the planning, development, assessment, and coordination of distance learning and flexible/alternative study courses and programs for the College; assists in monitoring the integrity of distance learning and other flexible/alternative study courses by coordinating the periodic quality review of courses; disseminates information about current best practices and other information on the use of emerging technologies to improve teaching and learning; and assists in collection, analysis, interpretation, and reporting of quality assessment information.
APPLICATION PROCESS:	Application reviews will begin March 22, 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