

J. Sargeant Reynolds
Community College



COORDINATOR OF DUAL ENROLLMENT
(POSITION NO. FA276)

J. Sargeant Reynolds Community College is the third largest college in the Virginia Community College System. Reynolds offers a variety of programs and services to the residents of the City of Richmond and the counties of Hanover, Henrico, Goochland, Louisa and Powhatan. The college operates three comprehensive campuses located in rural, urban and suburban settings and serves over 18,000 credit students. The Community College Workforce Alliance provides training to an additional 14,000 non-credit students each year. Additional information is available at the College's Website: <http://www.reynolds.edu>

The College is seeking applicants for the position of Coordinator of Dual Enrollment at the Downtown Campus, 700 East Jackson Street. This position will be assigned to the Office of Outreach and Recruitment.

TYPE OF APPOINTMENT:	Full-time twelve-month professional faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$57,545 - \$98,873. Approximate maximum hiring salary: \$64,626.
QUALIFICATIONS REQUIRED:	Master's degree in higher education, student personnel services, educational leadership, counseling, or a related field. Considerable knowledge of higher education or community college administration practices and principles. Considerable knowledge of recruitment practices and principles and college dual enrollment programs. Considerable knowledge of college admission and eligibility requirements, student enrollment processes and reporting, and student advising. Demonstrated ability to perform administrative functions in support of the dual enrollment program, including strategic planning, and program monitoring, assessment, and evaluation. Demonstrated ability to effectively partner with and lead programmatic activities with secondary schools, parents, students, and college administrators. Demonstrated ability to handle multiple tasks and processes. Demonstrated ability to perform tasks with meticulous attention to detail, such as auditing and verifying academic records. Demonstrated ability to develop and deliver professional presentations. Demonstrated proficiency in utilizing Microsoft Office software. Demonstrated ability to communicate effectively, orally and in writing; and to work with a diversified population of faculty, staff and students. The selected candidate must be able to successfully pass a pre-employment security screening.
QUALIFICATIONS PREFERRED:	Current experience in a college dual enrollment program. Progressive experience utilizing student information systems. Prior experience in community college environment. Valid driver's license.
POSITION RESPONSIBILITIES:	The Coordinator of Dual Enrollment is responsible for all enrollment services aspects of the dual enrollment program. The coordinator works directly with high school personnel, school deans, and other personnel in various student affairs units to ensure all aspects of the dual enrollment program are managed in a timely manner. The coordinator is responsible for communicating with various parties on the status of students, courses, invoices, and other paperwork related to the dual enrollment program.
APPLICATION PROCESS:	Application reviews will begin DECEMBER 13, 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