EDUCATION COORDINATOR I, #RO357
(Working Title: Great Expectations Coach)

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and surrounding counties. Annually, our three campuses serve over 19,000 credit students and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years, we have educated more than 300,000 people in the Richmond area. Additional information is available at the College’s Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. It is currently seeking applicants for the position of Education Coordinator I, Pay Band 5. This position will be assigned to the Educational Support Services/Great Expectations Program, Parham Road Campus, 1651 E. Parham Road.

**TYPE OF APPOINTMENT:** Restricted full-time classified position with state benefits. Position funded through June 30, 2016; continued employment based on funding availability.

**DUTIES:** The Great Expectations Coach provides daily guidance and support for foster care youth, their providers, and counselors for postsecondary transition issues, including but not limited to financial aid, enrollment, advising, registration, funding sources, career development, and navigating the community college environment. This position works with college and community partners to ease the transition to college and promote postsecondary opportunities within the foster care community.

**QUALIFICATIONS REQUIRED:** Considerable working knowledge of academic requirements, career information, labor market trends and college operations. Working knowledge of state and federal financial aid regulations and enrollment services processes. Working knowledge of the foster care system, including state, local, and non-profit programs and initiatives. Demonstrated ability to provide academic and career advising to underserved student populations. Demonstrated ability to interpret policies and procedures; and to work independently. Demonstrated ability to conduct large and small group presentations, and facilitate workshops. Demonstrated ability to work independently, and communicate effectively orally and in writing, with a diverse population. Demonstrated ability to utilize personal computers and current software programs. Ability to supervise and manage staff. Bachelor’s degree in a related field is required. Valid driver’s license required. The selected candidate must be able to pass the college’s pre-employment security screening.

**QUALIFICATIONS PREFERRED:** Master’s degree in human services, counseling, or a related field. Demonstrated ability to establish positive working relationships with Richmond area foster care providers, educators, and participants is preferred. Current experience working in a community college environment is preferred. Experience working with grant funded initiatives is also preferred.

**PAY BAND RANGE:** $41,778 - $91,896

**STARTING SALARY:** Approximate starting salary: $41,778- $52,675, based on related full-time experience and pre-employment salary.

**APPLICATION DEADLINE:** Applications will be accepted through March 27, 2015.

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

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J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college’s nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu, (804) 523-5877.