

EDUCATION SUPPORT SPECIALIST II, #RO411
(Working Title: Student Life Specialist)

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 15,000 credit students and provide training for 5,700 students through the Community College Workforce Alliance. During our 46-year history we have educated nearly 350,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. 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 Support Specialist II, Pay Band 3. The position will be assigned to Office of Student Affairs.

TYPE OF APPOINTMENT:	Restricted full-time classified position with state benefits. Continued employment will be dependent upon funding availability.
DUTIES:	The Student Life Specialist provides assistance to students by providing information, guidance, and oversight in the areas of: intramural programs; non-credit wellness classes and other recreational, health and wellness activities; student life programs; student clubs; and other student activities. This position also serves as back-up and provides assistance as needed in other areas of Student Affairs including advising and registration activities.
QUALIFICATIONS REQUIRED:	Working knowledge of student development programs, student activities, and recreation and wellness programs. Demonstrated ability to coordinate programs, activities, and services. Demonstrated ability to interpret policies and procedures. Demonstrated ability to advise students and provide a high level of customer service to students, parents, faculty and staff. Demonstrated ability to communicate effectively orally, and in writing; and, to work with individuals of diverse backgrounds. Demonstrated ability to work independently and to establish positive working relationships with faculty, staff, and administrators. Demonstrated ability to utilize personal computers and 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:	Graduation from an accredited college or university with course work in sports management, counseling, recreation/wellness, or a related field is preferred. Current experience working with a variety of individuals in an advisory or counseling capacity; and, experience working in a college environment is also preferred.
PAY BAND RANGE:	\$25,718 - \$66,683
STARTING SALARY:	Approximate starting salary, \$25,718- \$36,500, based on related full-time experience and pre-employment salary.
APPLICATION DEADLINE:	Applications will be accepted through August 17, 2018.
APPLICATION PROCESS:	To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website https://virginiajobs.peopleadmin.com .
CONTACT INFORMATION:	Emily Duncan, Recruitment Coordinator Email: employment@reynolds.edu

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.