



## **CENTRAL STERILE TECHNICIAN PROGRAM HEAD/ INSTRUCTORS (PART-TIME)**

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 17,500 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated nearly 340,000 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](http://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. We are seeking adjunct instructors to teach face-to-face and oversight of clinical courses in the Central Sterile Technician Program on the Downtown Campus.

**TYPE OF APPOINTMENT:** Part-time adjunct teaching faculty-ranked appointment to serve as program head to manage and coordinate instruction for the Central Sterile Technician Program. Salary commensurate with education and experience of applicant.

**QUALIFICATIONS REQUIRED:** High school diploma or equivalent. Applicants are required to hold a current Surgical Technologist certification (CST) or current International Association of Healthcare Central Service and Materials Management (IAHCSCMM) certification as a Certified Registered Central Services Technician (CRCST) and at least five (5) years of experience working in an acute care central service area. Selected candidate must be able to successfully pass the college's pre-employment security screening.

**QUALIFICATIONS PREFERRED:** Demonstrated ability to teach day, evening and potentially weekend hours and the ability to travel to local hospitals to facilitate student clinical placements; and, ability to use current and emerging instructional technologies and distance learning technologies. Demonstrated ability to schedule classes, supervise adjunct faculty, review student records, and make determinations of applicants for program admission. Demonstrated ability to collect, document, and analyze program benchmark data, and coordinate clinical practicums with healthcare facility sites. Demonstrated ability to work closely with program advisory board members to ensure curriculum is up to date and is meeting the needs of local employers. Demonstrated ability to communicate effectively, orally and in writing. Experience with Microsoft Word and PowerPoint applications. Demonstrated ability to work with a diverse population of faculty, staff and students. Prior management experience and experience teaching adult education and teaching with instructional technology is preferred.

**APPLICATION PROCESS:** To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://jobs.agencies.virginia.gov>. For full consideration, the cover letter, resume or curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.

**CONTACT INFORMATION:** Emily Duncan, Recruitment Coordinator  
Email: [eduncan@reynolds.edu](mailto:eduncan@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](mailto:EEO@Reynolds.edu).*