COUNSELOR FOR STUDENT ACCOMMODATIONS
(POSITION NO. #FA118)

J. Sargeant Reynolds 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 20,000+ 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: http://www.reynolds.edu.

The College is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of lifelong learning, celebrating its diversity, and recruiting and retaining star quality employees. The position will be located at the Downtown Campus, 700 E. Jackson Street.

TYPE OF APPOINTMENT

QUALIFICATIONS REQUIRED
Master’s degree in counseling, higher education/student affairs, college and personnel services, rehabilitation counseling or a related field from an accredited institution. Considerable knowledge of student affairs administration, counseling techniques and practices. Knowledge of the American with Disabilities Act (ADA), Section 504, and other state, federal and local laws governing higher education. Demonstrated ability to advise students and evaluate data related to learning disabilities, physical disabilities, medical profiles, socio-economic conditions, psychological conditions, and academic records in order to provide appropriate accommodations for students’ academic success. Demonstrated ability to develop career plans and job placement objectives; to conduct follow-up activities regarding established career plans; and to establish effective working relationships with community-based agencies. Demonstrated ability to communicate effectively, orally and in writing; to work effectively with individuals of diverse backgrounds; and to use a personal computer with current software programs. Frequent travel between college campuses is required. The selected candidate will be required to successfully pass the college’s pre-employment security screening.

QUALIFICATIONS PREFERRED
Considerable experience in developing grant proposals, grant administration, and budget management. Current experience in supervising and evaluating staff.

POSITION RESPONSIBILITIES
Provides leadership to the Office of Student Accommodations and Program for Vocational Education (P.A.V.E.) in the delivery of services to students with disabilities. Serves as an advocate for students with disabilities and works with various constituents in developing policies and practices that are in compliance with the Americans with Disabilities Act (ADA) and that facilitate student success.

APPLICATION PROCESS
Application reviews will begin MAY 14, 2015. Applications will be accepted until the position is filled.

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website http://jobs.virginia.gov/. For full consideration, the cover letter, 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 to the committee 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.

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.