

DEAN, SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
(POSITION NO. FA034)

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 Dean, School of Humanities and Social Sciences at the Parham Road Campus, 1651 E. Parham Road.

TYPE OF APPOINTMENT:	Full-time twelve-month administrative faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$67,932 - \$140,320. Approximate maximum hiring salary: \$105,794.
QUALIFICATIONS REQUIRED:	Master's degree in the arts, humanities and/or social sciences, or related areas. Considerable knowledge of higher education or community college administration practices and principles; curriculum design and instructional methods in varying delivery modes and technology; course development, scheduling, and monitoring; budget and resource management; and personnel administration. Demonstrated ability to develop academic programs; conduct course assessments and evaluations; and make faculty assignments and teaching loads. Demonstrated ability to supervise and manage large numbers of full-time and adjunct faculty, staff and college employees; conducts employee evaluations and determines and recommends appointments, classification and hiring decisions. Demonstrated ability to perform administrative functions of the School office including strategic planning, student enrollment reporting, student advising, management of equipment usage and replacement, and monitoring instructional technology and assessing needs. Demonstrated ability to develop and manage School budget; and to develop community relations to promote the academic offerings of the college. Demonstrated ability to communicate effectively, orally and in writing. The selected candidate will be required to complete the Commonwealth's Statement of Economic Interest, and must be able to successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED:	Doctorate in a related area of study is preferred. Progressive experience in college administration at the community college level is preferred. Previous teaching experience is strongly preferred.
POSITION RESPONSIBILITIES:	The Dean provides college-wide strategic planning, leadership, supervision and management for the School of Humanities and Social Sciences and its faculty, staff and students to ensure consistency in the delivery of academic services. The Dean is responsible to the Vice President of Academic Affairs/Chief Academic Officer for the academic, administrative and fiscal operations of the School. The Dean also acts as the spokesperson for the School and its programs and coordinates with other academic and administrative units of the college to plan, implement and assess quality educational courses and programs.
APPLICATION PROCESS:	Application reviews will begin JANUARY 3, 2019. Applications will be accepted until the position is filled.
CONTACT INFORMATION:	Emily Duncan, Recruitment Coordinator Email: employment@reynolds.edu

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>. 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.