DIRECTOR, ADVANCE COLLEGE ACADEMY
(POSITION NO# FA398)

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: 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. This position will be assigned to the Office of the Executive Vice President, located on the Parham Road Campus, 1651 East 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: $64,660 - $129,672. Approximate maximum hiring salary: $75,000.

**QUALIFICATIONS REQUIRED:**
- Master’s degree in any discipline from an accredited institution. Considerable knowledge of the local, state, and national history and landscape of dual/concurrent enrollment and other methods of earning college credit while in high school.
- Demonstrated ability to work effectively and collaboratively with faculty, staff, and administration to innovate and solve problems. Demonstrated ability to negotiate with internal and external constituencies to implement initiatives across college units and school district levels.
- Demonstrated ability to manage a college program, conduct assessments and evaluation, and generate reports and findings. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population.
- Demonstrated ability to establish effective collaborative relationship with high school ACA coordinators and school counselors, academic and administrative college units, and career coaching staff. Demonstrated ability to conduct professional presentations to groups of any size and varying demographic composition.
- Demonstrated ability to utilize technology for presentations, disseminating information, and maintaining student records. Proficiency using Microsoft Word, Excel, and PowerPoint.
- 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. A fingerprint-based criminal history check will be required of the finalist candidate.

**QUALIFICATIONS PREFERRED:**
- Doctorate in any academic discipline preferred. Recent administrative and program head experience. Recent and significant teaching experience preferred. Prior experience in dual enrollment teaching and administration is preferred. Experience with reaccreditation process is also preferred. Proficiency using PeopleSoft Student Information System.

**POSITION RESPONSIBILITIES:**
- The Director of the Advance College Academy (ACA) is primarily responsible for monitoring and assisting with the daily operations of secondary faculty, staff, and administration at all ACA sites in the service area (Henrico, Goochland, Powhatan, Hanover, Richmond), ensuring compliance with all college-wide policies and national standards of excellence for dual/concurrent enrollment, communicating and working closely with various ACA stakeholders at Reynolds (faculty liaisons, program heads, coordinators, directors, deans, and VPs), and providing long-term strategic planning for the growth, development, and quality assurance of the ACA as it reaches full capacity in all five school divisions by 2017-18, thereafter annually serving approximately 300-350 full-time students with approximately 60-70 high school faculty members at seven locations.

**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 transcripts must be received with the online application. Three current letters of recommendation relevant to this position and 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.