

ASSISTANT DEAN, SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
(POSITION NO. FA319)

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.

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 Assistant Dean, School of Humanities and Social Sciences at the Downtown Campus, 700 East Jackson Street.

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: \$90,632.
QUALIFICATIONS REQUIRED:	Master's degree from an accredited institution in a field of study related to or offered by the School of Humanities and Social Sciences. Considerable knowledge of various Humanities and Social Sciences fields including program management, development, current trends, and specializations in higher education. Demonstrated ability to manage an academic program; recruit and advise students; coordinate instructional activities among various groups; recommend laboratory equipment and software; select and order textbooks and software; conduct computer competency assessment; and conduct periodic program review and assessment. Demonstrated ability to develop, deliver, and manage Humanities and Social Sciences courses and curricula including distance education courses, dual enrollment courses, and specialized courses for educators and industry. Demonstrated ability to supervise full- and part-time faculty including screening, hiring, and orientation. Demonstrated ability to establish partnerships and articulations with schools, government agencies, business and industry. Demonstrated ability to coordinate program advisory committees. Demonstrated ability to communicate effectively, orally and in writing, and maintain a high level of interpersonal skills with a widely diverse faculty, staff, and student population. Demonstrated ability to operate a personal computer using current software programs. 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:	Current teaching experience in the Humanities and Social Sciences curricular area, and academic program management experience in a college environment. Experience supervising full- and part-time faculty in a college setting. Current experience in Humanities and Social Sciences curriculum and course development, recruiting, and advising students. Community college experience is preferred.
POSITION RESPONSIBILITIES:	The Assistant Dean provides administrative and operational support to the Dean to ensure the smooth operation of the School of Humanities and Social Sciences by providing academic leadership, management, supervision, strategic planning, and overall coordination to ensure consistency in the delivery of academic services. The Assistant Dean is responsible for managing all student related issues and activities. The Assistant Dean plans, organizes, and directs the day-to-day operations of the school under administrative direction and serves as a resource and referral source for students seeking various types of assistance.
APPLICATION PROCESS:	Application reviews will begin JUNE 23, 2017 . Applications will be accepted until the position is filled.
CONTACT INFORMATION:	Emily Duncan, Recruitment Coordinator Email: eduncan@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.