

EDUCATION COORDINATOR I
(Assistant Coordinator, Adult Student Recruitment)
*****WAGE/HOURLY*****

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 the position of Education Coordinator I, pay band 5. This position will be assigned to the Office of Recruitment and K-12 Coaching.

TYPE OF APPOINTMENT:	Part-time hourly position without state benefits. Wage employees are restricted to working approximately 29 hours per week, not to exceed 1,500 hours annually.
DUTIES:	The Office of Recruitment and K-12 Coaching is currently seeking applicants for the position of Assistant Coordinator, Adult Student Recruitment to play a vital role in formulating and executing the college's strategic recruitment plan for adult students. The Assistant Coordinator will be responsible for the collection of data, environmental surveying, and activity assessment and evaluation related to all new student recruitment programs. This position supports the efforts of the Director of Recruitment and K-12 Coaching in creating and promoting a recruitment and retention culture through the development and nurturing of collaborative relationships with other units at the college. This position requires extensive daily local travel within the college's service region which include the counties of Louisa, Goochland, Powhatan, Hanover, Henrico, and the City of Richmond.
QUALIFICATIONS REQUIRED:	Considerable working knowledge of academic requirements for community college enrollment and program completion. Working knowledge of online degree and certificate programs; and of the support resources available for online learners. Demonstrated ability to conduct presentations for diverse audiences. Demonstrated ability to communicate effectively with prospective adult learners in order to provide guidance and explanation of the benefits and challenges of online education. Demonstrated ability to utilize current software programs and databases in order to maintain records. Valid driver's license and ability to travel daily to assigned schools/sites is required. The selected candidate must be able to pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED:	Master's degree in higher education, student development, adult education or counseling is preferred. Current or recent experience working with student recruitment is preferred. Current experience with a variety of individuals in an academic advisory capacity is preferred.
STARTING SALARY:	Approximate starting hourly rate, \$27.00 per hour, based on related experience and pre-employment salary.
APPLICATION DEADLINE:	Applications will be accepted through August 17, 2018.
APPLICATION PROCESS:	To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website https://virginiajobs.peopleadmin.com .
CONTACT INFORMATION:	Emily Duncan, Recruitment Coordinator Email: employment@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.