

EDUCATION COORDINATOR I
(Career Coach)
*****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. These positions are funded through June 30, 2019; and will work a maximum of 29 hours per week. Continued employment will be based on funding availability.
DUTIES:	The Office of Recruitment and K-12 Coaching is currently seeking applicants for four Career Coach positions. One position will provide career coaching services to students attending the Richmond Technical Center and Armstrong High School; the second will provide services to Career and Technical Education Students taking dual enrollment courses at Hermitage Advanced Career Education Center; the third will provide services to Career and Technical Education Students taking dual enrollment courses at Highland Springs Advanced Career Education Center and the fourth will provide services to students participating in the Advance College Academy at Patrick Henry High School. These positions will also represent the college at internal and external events and with community organizations in support of the college's recruitment efforts.
QUALIFICATIONS REQUIRED:	Considerable working knowledge of academic requirements for high school graduation, community college enrollment and program completion. Working knowledge of local and regional career opportunities. Demonstrated ability to provide post-secondary education academic and career information; and mentor students. Demonstrated ability to utilize current software programs and databases in order to maintain records, input data, and produce written reports. Demonstrated ability to develop positive working relationships with a diverse population of students, parents, secondary school staff, college faculty and staff, secondary and post-secondary educational institutions, and the general public. 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 or a Bachelor's degree is preferred. Recent experience working in both secondary education and post-secondary education. Current experience with a variety of individuals in an academic advisory capacity is preferred. Experience working with the Virginia Education Wizard is also 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 10, 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.