



**ADMINISTRATIVE & OFFICE SPECIALIST III, #W0427**

**(Working Title: Public Relations Assistant)**

**\*\*\*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 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](http://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 Administrative & Office Specialist III, Pay Band 3. This position will be assigned to the Office of Communications, Parham Road Campus, 1651 E. Parham Road.

- 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 Public Relations Assistant will provide a wide range of functions to include content creation and management, social media management, generating news releases, updating relevant digital calendars, creation and distribution of print and electronic newsletters to the college's constituencies, and will also be called upon to assist with special projects and other duties as needed.
- QUALIFICATIONS REQUIRED:** Working knowledge of communication best practices and procedures. Demonstrated writing and proofreading skills required. Ability to work with multiple digital platforms, particularly within the realms of social media and electronic newsletters. Ability to work independently and meet deadlines. Demonstrated ability to interact with executive level administrators, government officials, board members, media representatives, faculty, staff, and students with an understanding of protocol, political environment and implications, and confidentiality. Demonstrated ability to manage multiple priorities and work independently in a fast-paced environment. Ability to provide exceptional customer service. The selected candidate must successfully pass the college's pre-employment screening.
- QUALIFICATIONS PREFERRED:** Associate degree and/or Bachelor's degree with major coursework in a related field. Experience with public relations, communications, journalism, or related field preferred. Adobe Suite experience preferred; and experience with content management systems preferred.
- STARTING SALARY:** Approximate maximum hiring rate is \$19.00 per hour based on the related experience of the applicant.
- APPLICATION DEADLINE:** Applications will be accepted through June 2, 2017.
- 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: [eduncan@reynolds.edu](mailto:eduncan@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](mailto:EEO@Reynolds.edu).*