



EDUCATION SUPPORT SPECIALIST II
(Working Title: Testing/Placement Specialist)
*****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.

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 Education Support Specialist II, Pay Band 3. This position will be assigned to Student Affairs/Testing Center, Parham Road Campus.

- 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 Testing/Placement Specialist will administer placement tests, make-up tests, and distance education tests in accordance to college guidelines and procedures. This position will perform a variety of other administrative and office support tasks to ensure the efficient operation of the Testing Center. This position will be scheduled for 26 hours, or less, per week. The successful candidate will be required to cover various shifts, including 8:30 a.m. – 1:30 p.m., 10 a.m. – 3 p.m., 1:30 – 6:30 p.m., and 3 p.m. – 8 p.m. four days a week and 8:30 a.m. - 3:00 p.m. on Friday. This position will also require some Saturday hours.
- QUALIFICATIONS REQUIRED:** Working knowledge of educational software programs and tools. Demonstrated ability to provide a high level of customer service support and assistance to faculty and students. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population; and to work with students of varying backgrounds and education levels. Demonstrated ability to follow established guidelines and procedures. Demonstrated ability to perform administrative and office support functions. Demonstrated ability to use a personal computer with current software programs. High school graduate or equivalent. The selected candidate must successfully pass the college's pre-employment security screening.
- QUALIFICATIONS PREFERRED:** Experience in instructional support in a community college or another academic environment is also preferred.
- STARTING SALARY:** Approximate starting hourly rate, \$12.37 per hour, based on related experience and pre-employment salary.
- APPLICATION DEADLINE:** Applications will be accepted through November 17, 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