J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and five surrounding counties. Annually, our three campuses serve over 19,000 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 more than 300,000 people in the Richmond area. 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 lifelong learning, celebrating its diversity, and recruiting and retaining star quality employees. This position will be assigned to the Office of Outreach and Recruitment at the Downtown Campus, 700 East Jackson Street.

**COORDINATOR OF DUAL ENROLLMENT**  
*(POSITION NO. FA276)*

Application reviews will begin **AUGUST 4, 2016**. Applications will be accepted until the position is filled.

**Application Process:**

- **Contact Information:**
  - Phone: (804) 523-5875
  - Email: mwaite@reynolds.edu

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website [https://virginiajobs.peopleadmin.com](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.