



Reynolds
COMMUNITY COLLEGE



THE EXECUTIVE SEARCH FOR THE
DEAN OF STUDENTS/TITLE IX COORDINATOR



THE OPPORTUNITY

J. Sargeant Reynolds Community College (Reynolds) invites applications for the position of Dean of Students/Title IX Coordinator. Reporting to the Vice President of Enrollment Management and Student Success, the Dean of Students will bring leadership and vision in co-curricular planning and direction that facilitates students' growth, personal and academic achievement, and career success through programs and services in support of the college's mission.

The Dean of Students/Title IX Coordinator provides oversight for teams and directly supervises Advising Services; Testing Centers and Tutoring Services, Information Services and Academic Support Unit; Student Life; Student Accommodations; Veteran Services and the Student Support Services as well as Behavioral Intervention, ensuring student development and research-based principles guide the work of teams in creating a culture of care in support of student success. The Dean of Students is also instrumental in ensuring the implementation of quality programs and services throughout the various units.

This role is highly visible and serves as an active campus leader to bring about institutional change to continue to meet the needs of a highly diverse student body by collaboratively participating in college-wide governance activities, leading or serving on campus committees, work groups and taskforces.

Reynolds is in the midst of developing the college's next strategic plan. The Dean of Students/Title IX Coordinator will be an essential contributor to this process, providing student-centered thought leadership as we determine the future direction of Reynolds.



THE COLLEGE

Founded in 1972, Reynolds is the youngest and among the largest of the 23 colleges in the Virginia Community College System (VCCS). The college is named in honor of the late Lieutenant Governor of the Commonwealth of Virginia, J. Sargeant Reynolds, who championed legislation creating the state-supported community college system. Reynolds serves Virginia's capital city of Richmond and the nearby counties of Henrico, Hanover, Goochland, Powhatan and Louisa. Annually, our four campuses, online, and multiple instructional sites serve approximately 11,000 credit students and provide training for 7,400 students through the Community College Workforce Alliance.

Our Commitment to Equity

At Reynolds, we believe all students can reach their full potential when we create conditions that allow it, and it is our responsibility to do so. We are mindful that equitable outcomes are only achieved through intentional action that eliminates barriers to achievement. Successful candidates must embrace the responsibility to serve all students so that they may succeed and prosper.

Reynolds is committed to hiring and retaining a racially diverse, culturally competent staff at all levels of the organization who reflect the demographics of our students. We also believe in providing an ongoing investment in our faculty and staff to deepen their skills, competencies, and cultural fluency to serve the full range of our student population.

STUDENT SNAPSHOT

Reynolds enrolled approximately

11,000 students annually in credit courses, with a full-time equivalency of about 5,000 students during the 2020-21 academic year.

49.5% of students

came from minority groups in the 2020-21 academic year.

Reynolds student-to-faculty ratio is **15:1**.

Close to **70%** of all students receive some form of financial aid.

83% of Reynolds students attend part-time with most seeking AS (42%) or AAS (17%) degrees.

Reynolds conferred nearly **1,500** certificates, diplomas, and degrees to our **1,371 graduating students** during the 2020-21 academic

During the 2020-21 academic year, Reynolds enrolled nearly **1,500 high school students** through dual enrollment programs.

In Fall 2021 **32% of students were first generation, 57% experience at least one form of basic needs insecurity** (food or housing)

Top 4-year institutions to which our students transfer:

Virginia Commonwealth University, Old Dominion University, Liberty University, and Virginia Tech.



Biology class taught by Professor Bryan Rhodes

Academic Programs

Offering over 80 degree and certificate programs, Reynolds Community College provides an outstanding college experience and support systems engineered for student success. Developed in partnership with the business community and traditional four-year colleges and universities, programs in our four academic schools are grounded in the real world, calibrated to the needs of tomorrow's economy and attuned to the aspirations of our students. In addition, Reynolds offers an array of fully online programs, maintains transfer agreements with many regional four-year colleges and universities, and has a robust dual enrollment program with school systems in its service region. For more specific information on the academic programs, degrees and certificates offered by Reynolds, please visit our [online catalog](#).



Workforce Development

The Community College Workforce Alliance (CCWA) is the workforce development partnership between Reynolds and neighboring Brightpoint Community College serving the workforce and economic development needs in four cities and 12 counties of the greater Richmond region. The organization's primary objective is helping individuals prepare for work and careers through non-credit training and credential attainment, doing so in partnership with the academic divisions of both colleges, regional business and industry, workforce development partners, and community-based organizations. CCWA has distinguished itself as the second highest provider of *FastForward* certifications in the state, and the top in credential attainment.

Facilities

Reynolds consists of four physical campuses, including a robust online campus. The Downtown Campus, located in Richmond's historic Jackson Ward, is a six-story building with an attached student parking deck. The Goochland Campus, situated in a rural setting on 91 acres in Goochland County, has two buildings. The Parham Road Campus, located in a suburban setting on 105 acres in Henrico County, consists of five buildings. The college recently opened the Kitchens at Reynolds in Richmond's East End, a historic but under-resourced area of the city. This new site houses the college's culinary arts, hospitality, and small business entrepreneurship programs and provides a new front door to the full suite of Reynolds training and academic programs. The college also delivers educational opportunities at multiple facilities throughout the region.

Budget and Finance

Reynolds is fiscally sound with an annual budget of \$50 million. Sources of income are predominantly student tuition and state appropriations. Local funds generate an additional \$3 million. Sponsored programs and the college's foundation also provide funding to support the college.

← Pictured: (Top Left) The Workforce Development and Conference Center, Parham Road Campus
(Top Right) The Kitchens at Reynolds, (Bottom) Reynolds Downtown Campus.



Foundation Board Member Maggie Georgiadis and Sajid, a 2019 student recipient of the Dimitri and Maggie Georgiadis Endowed Scholarship.

College Foundations

The [J. Sargeant Reynolds Community College Educational Foundation, Inc.](#) is a 501(c)(3) public charity devoted to securing private resources to help support Reynolds Community College and its students. With \$20 million in assets, the Foundation conducts fundraising to sustain scholarships, support high priority projects, and serve an academically diverse student body through resources for curricula development and enhancement, equipment, and student support services. The Foundation is governed by a volunteer board of directors comprised of community and business leaders. On average, the Foundation provides approximately \$2 million annually to support scholarships and college programs and services. The Foundation's most recent capital campaign raised \$10 million towards the opening of The Kitchens at Reynolds.

The J. Sargeant Reynolds Community College Real Estate Foundation is a 501(c)(3) supporting organization of the J. Sargeant Reynolds Community College Educational Foundation, created to serve as a vehicle for real estate initiatives supporting the college mission. Currently, the Real Estate Foundation holds land assets in Goochland County and is the lessee of the recently opened Kitchens at Reynolds.

Accreditation

Reynolds, as a part of the Virginia Community College System (VCCS), is approved by the State Board for Community Colleges. The associate degree curricula at Reynolds have also been approved by the State Council of Higher Education for Virginia. Reynolds is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college completed its decennial reaffirmation process in 2020.

In addition to accreditation by SACSCOC, several Reynolds academic programs are formally accredited by professional associations including the American Culinary Federation, Inc., the Accreditation Commission for Education in Nursing, Inc., and the Commission on Opticianry Accreditation, among others.



Downtown Richmond on the James River

Community

Richmond is the capital city of the Commonwealth of Virginia and home to seven Fortune 500 companies, with 11 Fortune 1000 companies located in the region. With the cost of living lower than the national average, and an educated workforce, Richmond (also branded as RVA) continues to attract business investment and talent. Key industry sectors include healthcare and bioscience, information technology, finance and insurance, advanced manufacturing, and supply chain logistics.

Richmond's role in history as the capital of the Confederacy features prominently within the broader national movement of racial reckoning. The region is at an inflection point, with new energy and resources deployed to address inequities in wealth and health that continue to disadvantage communities of color. Voices in the conversation of how to best move forward include constituencies that make Richmond special: our artists, educators, residents, historians, business leaders, and a robust community of college students.

Virginia Commonwealth University (VCU), a major public research university recognized for its excellent health and arts programs receives the largest number of Reynolds transfer students each year and is a partner on a number of other initiatives to advance educational opportunities for students and the community. Other colleges in the region include Virginia Union University, University of Richmond, Virginia State University, and Randolph-Macon College.

With an average 25-minute commute, the region offers the cultural and recreational opportunities of a large city minus the traffic congestion. Atlantic beaches, the Blue Ridge Mountains, and Washington, D.C.'s cultural amenities are all within a two-hour drive. As an area to raise a family, grow a career, and make a difference, the Richmond region has a rich and complex history, and a dynamic future, with urban, suburban, and rural dwellers from diverse backgrounds all finding a place to call home.

THE POSITION

Broad Function

The Dean of Students/Title IX Coordinator provides student-centered leadership, vision, co-curricular planning and direction that facilitates students' growth, personal and academic achievement, and career success through programs and services in support of the college's mission. The Dean assists the Vice President of Enrollment Management and Student Success in strategic planning and execution for the division by leading the on-going planning, development, and administration of programs in Advising Services, Student Support Service, counseling and behavioral health, Student Life & Leadership, Accommodations (disability services), Veteran Resource Center, and Testing Centers.

Essential Functions

Leadership, Supervision & Coaching

- Foster a collaborative and motivating environment with clarity, high standards of autonomy, professional development and accountability.
- Ensure a student-centered ethos and focus is maintained by all team members.
- Recruit, hire and evaluate team members cultivating a culture of continual feedback, support, celebration of milestones and improvement plans as necessary.

Title IX

- Ensure all compliance standards are achieved.
- In collaboration with the Deputy Coordinator, lead the development of campus-wide training and notification programs and the recruitment of process participants.
- Serve as the campus resource on Title IX policies and practices working closely with VCCS legal counsel.

Student Support

- Work closely with individual students and student organizations, advocate for students' needs and perspectives through an equitable outcomes lens, and provide strategic leadership for the co-curricular experience.
- Serve as the primary student advocate and administrative voice to the college on matters that impact their co-curricular experiences.

- Lead coordinated equitable outcomes-conscious efforts in co-curricular planning and direction that facilitate students' growth, personal and academic achievement, and career success through programs and services in support of the college's mission.
- Utilize data in support of programming equitable student outcomes.
- Serve as the chief student affairs officer, creating a supportive, transformational, welcoming, safe, and inclusive community for all students.

Operations and Administrative Functions

- Actively participate in campus planning and execution of goals, objectives and strategies.
- Prepare and present reports on a variety of metrics and topics for the division, broader campus, the College Board and external stakeholders.
- Ensure appropriate technology is purchased, implemented and maintained in support of student success.

Student Conduct

- Provide oversight to student conduct programs and processes, which may include leading other staff serving as judicial officers, reviewing student misconduct complaints, issuing charge letters, coordinating student hearings, issuing decisions, as well as provide training to academic leaders and faculty regarding the student judicial programs and processes.

Qualifications Required

- Master's degree in higher education, student personnel services, educational leadership, counseling, or a related field.
- Considerable working knowledge of higher education or community college administration practices and principles, specifically in student affairs administration, and student development theory; and in developing and implementing retention based student success initiatives for students of diverse backgrounds, abilities, perspectives and/or cultures.
- Considerable knowledge of and experience in more than one area of supervision for this position (i.e., Advising, Conduct, Career Services, Student Life, and/or First Year Experience programming).
- Considerable knowledge of and significant experience with student adjudication, student conduct, grievance processes, and/or student behavioral intervention team (BIT) procedures (inclusive of Title IX, Student Conduct, and/or Student Crisis Management), to include managing confidential student information with discretion and supporting student interventions.

- Demonstrated ability to communicate effectively and build successful diverse stakeholder relationships, including establishing productive and collaborative working relationships with students, staff, faculty, and community leaders with varying backgrounds, cultures, abilities and/or perspectives with a commitment to align work with the elimination of equity gaps.
- Demonstrated progressive leadership experience in student affairs programs and/or services, to include strategic planning; directing and supervising the work of others, staff training/development, coaching, evaluating and providing on-going feedback, support and professional development planning; budget management and resource management; policy development; program implementation and assessment and project management, including the implementation of evaluation and assessment, and report generation.
- Proficient use in the operation of a personal computer with demonstrable proficiency with current advising, student information and other systems utilized by Student Affairs practitioners.
- This is a position of special trust and requires the individual hired to successfully undergo an extensive criminal background check including finger printing and the completion of the Commonwealth's Statement of Economic Interest.

Qualifications Preferred

- Doctorate in higher education, student personnel services, educational leadership, counseling, or a related field preferred.
- Progressive work experience in student affairs administration at the community college level is preferred.
- Previous experience in the development and implementation of innovative and progressive student services and programs is also preferred.

Type of Appointment

Full-time twelve-month administrative faculty-ranked appointment. Salary range: \$90,000 - \$113,000. Salary commensurate with the education and experience of the candidate.

Application Process

Application reviews will begin October 3, 2022. To apply for this position or for additional information, please visit the [VCCS Jobs Portal](#) or reynolds.edu/jobs. For full consideration, the cover letter and curriculum vitae/resume must be received with the online application. Official transcripts will be required upon hire.

Contact

Emily Duncan, Recruitment Coordinator

employment@reynolds.edu

J. Sargeant Reynolds Community College does not discriminate on the basis of age (except when age is a bona fide occupational qualification); color; disability; gender identity or expression; genetic information; military service; national origin; political affiliation; pregnancy, childbirth, or related medical conditions, including lactation; race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); religion; sex; sexual orientation; veterans status, or any other non-merit based factor in its employment opportunities, programs, services, and activities.



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