COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA) is the comprehensive, combined regional workforce development team created as a partnership between John Tyler and J. Sargeant Reynolds Community Colleges. Both colleges are multi-campus colleges serving the greater-Richmond area. CCWA serves over 1000 businesses and approximately 15,000 participants annually through customized contract training and open enrollment offerings.

CCWA is seeking applicants who share in its commitment to students and teamwork. Both colleges and CCWA support a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. The position will be assigned to CCWA. The physical work location will be on the Parham Road campus in the Workforce Development and Conference Center, located at 1651 East Parham Road. CCWA’s budget is entirely self-supporting through contracts, fees for services, grants, and business-community partnerships.

**TYPE OF APPOINTMENT:** Full-time twelve-month administrative faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: $64,660 - $129,672. Approximate maximum hiring salary: $70,000.

**QUALIFICATIONS REQUIRED:**

- Master’s degree from an accredited institution in secondary education, educational leadership, curriculum and instruction, or related field. Must hold or have held a Post-graduate Professional Teaching License in the Commonwealth of Virginia. Considerable knowledge of the Virginia Department of Education (VDOE) and requirements for teacher licensure in VA. Considerable knowledge of adult training methods, curriculum design and development, and needs assessment and evaluation methodology. Knowledge of information and instruction technologies and the ability to utilize technology required for successful distance learning opportunities. Working knowledge of Microsoft Office products, as well as mainframe database experience. Working knowledge of workforce development issues. Demonstrated ability to establish and maintain collaborative working relationships with internal and external constituents. Demonstrated ability to interface appropriately with personnel in a public school setting and with the VDOE. Demonstrated ability to deliver training in both small and large group sessions and coordinate instructional activities between various groups and individuals. Demonstrated ability to develop and deliver customized instruction and targeted training solutions for educational institutions. Demonstrated ability to handle multiple assignments, work independently, and with minimal direction. Demonstrated ability to organize and analyze employee and labor force data, negotiate contractual agreements, and coordinate training staff and logistics. Demonstrated ability to develop effective work teams; to supervise and direct work activities; and to manage and develop the professional needs of full- and part-time staff. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population of students, faculty, staff, and education and community partners. The selected candidate will be required to complete the Commonwealth’s Statement of Economic Interest, and must successfully pass the college’s pre-employment security screening.

**QUALIFICATIONS PREFERRED:**

- Previous teaching experience in the public school system. Experience in a fast-paced, demand-driven environment which required building partnerships with a variety of organizations. Administrative or management experience in a public school setting is also preferred.

**POSITION RESPONSIBILITIES:**

CCWA’s primary mission is to provide quality workforce training services to the greater Richmond area. As a VCCS system-wide program which is now a component of CCWA, EducateVA’s mission is to provide an effective alternate route to licensure for teachers primarily in critical shortage teaching areas across the Commonwealth of Virginia. The Program provides accessible, effective training to skilled, talented, and diverse individuals so that they will be prepared to meet the needs of the public and accredited private school classrooms in the Commonwealth of Virginia. This position directs marketing, ongoing development, organization, and the supervision and delivery of the program.

**APPLICATION PROCESS:** Review of applications will begin AUGUST 28, 2014. Applications will be accepted until the position is filled.

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website http://jobs.virginia.gov/. 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 1 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.