COORDINATOR, ADVANCE COLLEGE ACADEMY CAREER COACH  
(POSITION NO# FA397)

J. Sargeant Reynolds 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 surrounding counties. Annually, our three campuses serve over 20,000+ credit students and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years, we have educated more than 300,000 people in the Richmond area. Additional information is available at the College’s Website: www.reynolds.edu.

The College 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. This position will be assigned to the Office of Outreach and Recruitment, located on the Parham Road Campus, 1651 East Parham Road.


QUALIFICATIONS REQUIRED: Master’s degree in Higher Education, Counseling, Student Development or related discipline from an accredited institution. Considerable knowledge of late adolescent student development. Working knowledge of the admissions, enrollment and advising processes for first-year college students. Demonstrated ability to advise students on the college admissions process, including test preparation, college applications, and financial aid. Demonstrated ability to assist in the development and implementation of program initiatives across college units and school district levels. Demonstrated ability to establish effective collaborative relationship with school counselors, program coordinators, and college units. Demonstrability ability to manage and direct the work of part-time career coaching staff. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population. Demonstrated ability to conduct professional presentations to groups of any size and varying demographic composition. Demonstrated ability to proficiently utilize Microsoft Word, Excel, and PowerPoint. The selected candidate will be required to complete the Commonwealth’s Statement of Economic Interest, and must be able to successfully pass the college's pre-employment security screening.

QUALIFICATIONS PREFERRED: Prior experience teaching or counseling in a secondary school/community college setting. Prior experience in dual enrollment administration/Virginia HB1184 is preferred. Experience using PeopleSoft Student Information System is also preferred.

POSITION RESPONSIBILITIES: The ACA Career Coach Coordinator is primarily focused on providing leadership to address the specific student development needs of HB1184 program student populations. This position will provide training and leadership to all other high school career coaches serving in high schools with HB1184 programs to ensure appropriate initiatives are implemented to encourage the career development of the student and to facilitate student transition into the program from middle school, into dual enrollment courses, and into a 4-year college or university. The ACA Career Coach Coordinator will develop and maintain communication with 4-year institutions to aid high school student transitions to those institutions.

APPLICATION PROCESS: Application reviews will begin, SEPTEMBER 25, 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 transcripts must be received with the online application. Three current letters of recommendation relevant to this position and 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, (804) 523-5877.