



EDUCATION SUPPORT SPECIALIST II, #00150

(Working Title: Student Success Center Specialist- Admissions & Records)

J. Sargeant Reynolds offers a variety of programs and services to the residents of the City of Richmond and surrounding areas. Our three major campuses serve over 19,000 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 275,000 people in the Richmond area. Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Education Support Specialist II, Pay Band 3. This position will be assigned to the Division of Student Affairs, Parham Road Campus, 1651 E. Parham Road.

TYPE OF

APPOINTMENT: Full-time classified position with state benefits.

DUTIES:

Provides assistance to new and continuing non-curricular students in the Student Success Centers by providing information, advice, and guidance in the areas of admissions, registration, testing, course offerings, curriculums, transfer opportunities, career planning, financial aid, and general college information; and promote positive working relationships in the Student Success Centers through teamwork; insure proper review, maintenance, and processing of data related to admissions and records by serving as the lead specialist in the area of admissions and records.

**QUALIFICATIONS
REQUIRED:**

Working knowledge of academic requirements; career opportunities and qualifications; and college operations. Some knowledge of student development programs. Some knowledge of state and federal financial aid regulations and enrollment services processes. Demonstrated ability to advise students and provide a high level of customer service to students, parents, faculty, and staff. Demonstrated ability to interpret and communicate policies and procedures. Ability to communicate effectively orally and in writing, and to work with individuals of diverse backgrounds. Demonstrated ability to work independently and to establish positive working relationships with faculty, staff, and administrators. Ability to utilize personal computers and current software programs. High school graduate or equivalent. Valid driver's license. The selected candidate must be able to pass the college's pre-employment security screening.

**QUALIFICATIONS
PREFERRED:**

Graduation from an accredited college or university with coursework in counseling or a related field is preferred. Current experience working with a variety of individuals in an advisory or counseling capacity. Experience working in a college environment is also preferred.

PAY BAND RANGE: \$23,999 - \$49,255

**STARTING
SALARY:**

Approximate starting salary \$23,999 -\$26,398, based on related full-time experience and pre-employment salary.

**APPLICATION
DEADLINE:**

Applications will be accepted through September 10, 2010.

**APPLICATION
PROCESS:**

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