

EDUCATION SUPPORT SPECIALIST III #00204
(Program for Adults in Vocational Education (P.A.V.E.) Program Coordinator)

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 III, Pay Band 4. This position will be assigned to the Division of Student Affairs, Downtown Campus, 700 East Jackson Street Richmond, VA 23219.

TYPE OF

APPOINTMENT: Full-time classified position with state benefits.

DUTIES:

Provide coordination of the Program for Adults in Vocational Education (P.A.V.E.), which is a program dedicated to serving students with intellectual disabilities. Responsibilities include recruiting and advising students regarding admissions and academic programs, providing on-going training for faculty within the program; facilitating advisory board meetings; as well as managing instructional and other administrative functions such as class scheduling, course registration, and coordinating financial aid application and review for students within the program. The Coordinator for PAVE also monitors program effectiveness, recommends curriculum revisions, develops competency-based curriculum, and maintains a strong network with community resources that might assist the students within the program.

**QUALIFICATIONS
REQUIRED:**

Considerable knowledge of vocational rehabilitation concepts and practices, ADA, and 504. Considerable knowledge of testing and measurements, retention initiatives, and transfer options related to a college environment. Working knowledge of enrollment processes, academic programs, career options, and financial aid in a college setting. Demonstrated ability to administer and evaluate results of assessments. Demonstrated ability to interview students and gather, review, and evaluate information relating to students with disabilities and provide accommodations. Demonstrated ability to direct the work of others and supervise staff. Demonstrated ability to communicate effectively, orally and in writing, and to provide excellent customer service to a diverse population of students, faculty and staff. Demonstrated ability to use personal computers with current software programs. High school graduate. The selected candidate must be able to pass the college's pre-employment security screening.

**QUALIFICATIONS
PREFERRED:**

A bachelor's degree or a master's degree in vocational rehabilitation, higher education administration, student personnel, counseling, or related field is preferred. Recent experience advising students with disabilities in a college setting is also preferred.

PAY BAND RANGE: \$31,352-\$64,347

**STARTING
SALARY:** Approximate starting salary, \$31,352 - \$38,674, based on related full-time experience and pre-employment salary.

**APPLICATION
DEADLINE:** Applications will be accepted through, September 24, 2010.

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