



**EDUCATION SUPPORT SPECIALIST II, #00243**  
**(Working Title: Student Services Specialist- Student Accommodations)**

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 18,000 credit students, and provide training for an additional 14,000 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 Student Affairs, Downtown Campus, 700 E. Jackson Street

**TYPE OF**

**APPOINTMENT:** Full-time classified position with state benefits.

**DUTIES:**

To provide assistance to students with disabilities by providing information, advice, and accommodations; serve as back-up and provide assistance as needed in other areas of Student Affairs, including academic advising, career placement and transfer, and other assigned duties in the Division of Student Affairs.

**QUALIFICATIONS  
REQUIRED:**

Working knowledge of academic requirements, career opportunities and qualifications, and college operations. Working knowledge of local, state, and federal disability laws and statutes. Some knowledge of student development programs. Demonstrated ability to advise students and provide a high level of customer service to students, parents, faculty, and staff. Demonstrated 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. Demonstrated ability to utilize personal computers and current software programs. High school graduate or equivalent. Selected candidate must be able to successfully pass the college's pre-employment security screening.

**QUALIFICATIONS  
PREFERRED:**

Graduation from an accredited college or university. Current work experience in student advising. Current work experience assisting individuals with disabilities. Current work experience with Individualized Educational Plans (IEP), 504 plans, and high school transition plans. Work experience in a college environment is also preferred.

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

**STARTING  
SALARY:**

Approximate starting salary \$23,999 - \$35,000, based on related full-time experience and pre-employment salary.

**APPLICATION  
DEADLINE:**

Applications will be accepted through March 19, 2010.

**APPLICATION  
PROCESS:**

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

Women and Minorities are encouraged to apply.  
"Reasonable Accommodations" are provided for applicants with disabilities.  
AA/EOE/ADA