

J. Sargeant Reynolds
Community College



ADMINISTRATIVE SUPPORT TECHNOLOGY (AST) INSTRUCTOR
(PART-TIME)

The College is seeking Administrative Support Technology adjunct instructors to teach day classes in the Program for Adults in Vocational Education (P.A.V.E.), on the Downtown Campus. The P.A.V.E program offers vocational training in Career Studies Certificate Programs for adults with intellectual disabilities.

QUALIFICATIONS

REQUIRED:

High school diploma or equivalent; or Associate's degree in Administrative Support Technology, Information Systems Technology, or related field. Five years of related occupational experience. The selected candidate must be able to successfully pass the college's pre-employment security screening.

QUALIFICATIONS

PREFERRED:

Bachelor's degree in Business Administration, Information Systems Technology, or related field. Considerable knowledge of research-based methods for effectively teaching students with disabilities. Demonstrated ability to work with students from diverse backgrounds and with a variety of disabilities. Excellent written and oral communication skills.

Salary commensurate with the education and experience of the applicant.

For further information please contact Mark Richardson, Program Coordinator, at (804) 523-5572 or mrichardson@reynolds.edu.

Please send a completed Commonwealth of Virginia employment application, curriculum vitae, official academic transcripts, and three current letters of recommendation to:

Mark Richardson
J. Sargeant Reynolds Community College
P.A.V.E. Program, Downtown Campus
P.O. Box 85622
Richmond, VA 23285-5622

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