



DEAN, SCHOOL OF BUSINESS
(POSITION NO. FA016)

J. Sargeant Reynolds offers a variety of programs and services to the residents of the City of Richmond and the surrounding areas. Our three major campuses serve over 19,000 credit students and provide training for an additional 14,000 students. Over the years we have educated more than 275,000 people in the Richmond area, through the Community College Workforce Alliance (CCWA). Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Dean, School of Business. The position will be located on the Parham Road Campus, 1651 E. Parham Road, Richmond, VA 23228.

TYPE OF APPOINTMENT	Full-time twelve-month administrative faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$62,777 - \$112,056. Approximate maximum hiring salary: \$97,477.
QUALIFICATIONS REQUIRED	Master's degree in Business or related field. Considerable knowledge of higher education or community college administration practices and principles; curriculum design and instructional methods and technology; course development, scheduling, and monitoring; budget and resource management; and personnel administration. Demonstrated ability to develop academic programs; conduct course assessments and evaluations; and make faculty assignments and teaching loads. Demonstrated ability to supervise and manage large numbers of full-time and adjunct faculty, college managers and paraprofessional employees; conduct employee evaluations and determine and recommend appointments, classification and hiring decisions. Demonstrated ability to perform administrative functions of the school office including strategic planning, student enrollment reporting, student advising, management of equipment usage and replacement, and monitoring instructional technology and assessing needs. Demonstrated ability to develop and manage division budget, and to develop community relations to promote the academic offerings of the college. Demonstrated ability to communicate effectively, orally and in writing. The selected candidate will be required to complete the Commonwealth's Statement of Economic Interest, and must successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED	Doctorate preferred. Progressive experience in college administration at the community college level. Previous teaching experience strongly preferred.
POSITION RESPONSIBILITIES	The Dean provides college-wide strategic planning, leadership, supervision and management for the school and its faculty, staff and students to ensure consistency in the delivery of academic services. The Dean reports to the Vice President of Academic Affairs and is responsible for the academic, administrative and fiscal operations of the school. The Dean acts as the spokesperson for the school and its programs and coordinates with other academic and administrative units of the college to plan, implement and assess quality educational courses and programs.
APPLICATION PROCESS	Application reviews will begin MARCH 1, 2012 , and will be accepted until the position is filled.

To apply for this or any other JSRCC 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.

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