

ASSISTANT COORDINATOR OF DISTANCE LEARNING
(POSITION NO. FA014)

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 Assistant Coordinator, Distance Learning. This college-wide position will be physically located at the Parham Road Campus, 1651 E. Parham Road.

TYPE OF APPOINTMENT	Full-time twelve-month professional faculty ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$52,314 - \$89,645. Approximate maximum hiring salary: \$70,101.
QUALIFICATIONS REQUIRED	Master's degree from an accredited institution. Considerable knowledge of pedagogies related to adult learners and the use of various multimedia technologies in instruction. General knowledge of instructional design theory and applications. General knowledge of current and developing trends in assessment and evaluation of the educational process in higher education, especially in distance education, technology-assisted instruction, and instructional technologies. Demonstrated ability to develop and manage distance learning courses and to coordinate instructional activities between various groups, individuals and classroom/laboratory sites. Demonstrated ability in project conception, design, planning, and implementation, and in managing multiple tasks and projects. Demonstrated ability to perform basic and advanced functions in a course management system such as Blackboard or WebCT. Demonstrated ability to effectively utilize Microsoft Office products, web editing software, web conferencing tools and applications/products. Demonstrated ability to work effectively as a part of a diverse team, to work in a fast-paced, frequently changing environment, and to serve as a team leader. Demonstrated ability to communicate effectively, orally and in writing. The selected candidate must be able to successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED	Master's degree with 18 graduate semester hours in a JSRCC teaching area; additional graduate level coursework in Curriculum and Instruction, the Adult Learner, Distance Learning Instruction, Instructional Technology/Instructional Design/Educational Technology or related areas is preferred. Recent teaching experience at the college level using multi-media technologies, course management systems, and other resources for the electronic delivery of instruction. Experience in teaching in an online environment and advising students. Considerable experience in training or mentoring faculty in the use of software, course management systems, and other resources for the electronic delivery of instruction. Experience in developing, collecting, analyzing assessment data for quality assurance in delivery of instruction and services or experience in assessment of student learning outcomes. Considerable experience in performing administrator function in Blackboard or other similar course management systems, with experience in Blackboard 9 or higher highly preferred.
POSITION RESPONSIBILITIES	The Assistant Coordinator of the Center for Distance Learning assists in the planning, developing, assessing, and coordinating distance learning and flexible/alternative study courses and programs for the College; assist in monitoring the integrity of distance learning and other flexible/alternative study courses by coordinating the periodic quality review of courses; disseminates information about current best practices and other information on the use of emerging technologies to improve teaching and learning; assists in collecting, analyzing, interpreting, and reporting of quality assessment information; serves as lead for the team that provide administrative support for the course management system; and assists in the development, management, and assessment of Center for Distance Learning projects and processes.
APPLICATION PROCESS	Application reviews will begin September 23, 2010 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.