



**COUNSELOR FOR FIRST-YEAR INITIATIVES**  
**(POSITION NO. FA316)**

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 285,000 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 Counselor for First-Year Initiatives. The position will be assigned to the Office of Student Affairs, 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: \$52,314.
QUALIFICATIONS REQUIRED	Master's degree in higher education administration, student personnel administration, counseling or a related field from an accredited institution is required. Considerable knowledge of pre-college orientation programs and first-year initiatives. Considerable knowledge of student success and student retention interventions. Demonstrated ability to effectively manage professional and paraprofessional staff. Demonstrated ability to manage program budgets, and develop and implement strategic goals. Demonstrated ability to advise first-year students on academic programs and career goals. Demonstrated ability to conduct research and assessment on first-year programs, or other student affairs functions. Demonstrated ability to communicate effectively, orally and in writing. Demonstrated ability to formulate and maintain effective working relationships with a diversified faculty, staff and student population. The selected candidate must be able to successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED	Current and progressive experience in the development and administration of first-year programs.
POSITION RESPONSIBILITIES	To assist in the development of a comprehensive first-year program that will lead to increased student success and retention at the college. Responsibilities include the management of the College's new student orientation, testing centers, student ambassador, and greeter's programs. Additional responsibilities include co-facilitating the College's leadership development program and teaching student development courses.
APPLICATION PROCESS	Application reviews will begin <b>SEPTEMBER 2, 2010</b> . Applications 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