



COUNSELOR FOR STUDENT SUCCESS
(POSITION NO. FA317)

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 Student Success. The position will be assigned to the Office of Student Affairs, Downtown Campus, 700 Jackson Street.

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 counseling theories and practices and student development theory. Working knowledge of and ability to interpret federal, state, and institutional higher education policies. Demonstrated ability to interview students and gather, review and evaluate data related to academic background and develop education plans for success. 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 students and families regarding academic and career options. Demonstrated ability to use a personal computer and current software programs. 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 experience in student advising and/or student affairs administration. Experience in conducting research, evaluation and assessment related to student success. Experience in grant proposal development.

POSITION RESPONSIBILITIES To assist the College and the Office of Student Affairs in the implementation of a comprehensive Student Success system by providing leadership to the College's advising staff in the Student Success Centers; assisting the College's counseling staff in providing professional academic and career advising; as well as, providing support and administrative services to students college-wide.

APPLICATION PROCESS Application reviews will begin **SEPTEMBER 9, 2010**. 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.