



COUNSELOR FOR STUDENT LIFE
(POSITION NO. GA026)

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 Life. The position will be assigned to the Office of Student Life which is part of the Division of Student Affairs, located on the Parham Road Campus, 1651 E. Parham Road.

TYPE OF APPOINTMENT Restricted 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, counseling or a related field from an accredited institution. Considerable knowledge of college student development theories, methodologies and practices. Considerable knowledge of college policies and administrative procedures related to student life programs. Working knowledge of budget development and management. Demonstrated ability to plan and coordinate multiple student programs and activities, and evaluate the effectiveness of student life programs. Demonstrated ability to perform complex problem-solving and sound decision-making. Demonstrated ability to direct the work of others and supervise staff. Demonstrated ability to communicate effectively, orally and in writing; to work effectively with students, staff, and faculty of diverse backgrounds; and to use a personal computer with current software programs. The selected candidate must be able to successfully pass the college's pre-employment security screening.

QUALIFICATIONS PREFERRED Considerable experience in developing grant proposals, grant administration, and budget management. Current experience in supervising and evaluating staff.

POSITION RESPONSIBILITIES To assist in the development of a comprehensive student life program that will lead to increased student success and retention at the college.

APPLICATION PROCESS Application reviews will begin **AUGUST 19, 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.

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