EDUCATION SUPPORT SPECIALIST II, #00373
(Working Title: Admissions Specialist for Special Programs)

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and five surrounding counties. Annually, our three campuses serve over 19,000 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated more than 300,000 people in the Richmond area. Additional information is available at the College’s Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. It is currently seeking applicants for the position of Education Support Specialist II, Pay Band 3. This position will be assigned to Office of Student Affairs/Admissions Office on the Parham Road Campus, 1651 E. Parham Road, Richmond, VA 23228.

**TYPE OF APPOINTMENT:**
Full-time classified position with state benefits.

**DUTIES:**
The Admissions Specialist for Special Programs will coordinate, facilitate, and ensure the quality of admissions processes for the School of Nursing and Allied Health (SNAH) and other special programs within the college. This position will provide consistent application of admission processes and policies, as well as support the college’s customer service and enrollment goals through the specialization of the delivery of services to School of Nursing and Allied Health (SNAH) and other programs.

**QUALIFICATIONS REQUIRED:**
- Working knowledge of admission practices and customer service practices and principles.
- Working knowledge of college offerings and enrollment services programs.
- Working knowledge of regulations and laws related to enrollment of students, domicile eligibility for in-state tuition rate, and release of confidential data.
- Demonstrated ability to interpret policies and procedures, conduct assessments, and implement advising strategies.
- Demonstrated ability to conduct workshops and presentations one-on-one or in a group format.
- Demonstrated ability to provide excellent customer service; manage multiple projects and tasks; and perform other work functions independently.
- Demonstrated ability to work with a diverse population of college faculty, staff and students.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Demonstrated proficiency in computer skills to include the use of Microsoft Office software applications.
- High school diploma or equivalent. Selected candidate must be able to pass the college’s pre-employment security screening.

**QUALIFICATIONS PREFERRED:**
- Graduation from an accredited college or university with coursework in student personnel, business administration, or a related field.
- Current experience with student information systems which support campus enrollment and academic processes is preferred.
- Prior work experience in the community college setting is also preferred.

**PAY BAND RANGE:**
$24,969 - $58,146

**STARTING SALARY:**
Approximate starting salary, $24,969-$35,000, based on related full-time experience and pre-employment salary.

**APPLICATION DEADLINE:**
Applications will be accepted through June 3, 2016.

**APPLICATION PROCESS:**
To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website [https://virginiajobs.peopleadmin.com](https://virginiajobs.peopleadmin.com).

**CONTACT INFORMATION:**
Emily Duncan, Classified Recruitment and Wage Employment Coordinator
Phone: (804) 523-5874
Email: eduncan@reynolds.edu

*J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college’s nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu.*