GENERAL ADMINISTRATION COORDINATOR I, #00437  
(Working Title: Executive Assistant to the President)

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 General Administration Coordinator I, Pay Band 4. This position will be assigned to Office of the President, Parham Road Campus, 1651 E. Parham Road.

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

DUTIES: The Executive Assistant to the President has the primary responsibility for reviewing, summarizing, prioritizing, and expediting the daily schedule of activities and issues requiring review and response for the president. This position is responsible for maintaining the president’s schedule, providing interface between the Office of the President with college faculty and staff, government agencies and leaders, business leaders and the general public. Many of the duties of this position must be carried out independent of any direct supervision; and the execution of these duties is essential to the success of the college president to carry out his/her duties.

QUALIFICATIONS REQUIRED: Considerable knowledge of and skill in office management and project management. Demonstrated ability to perform administrative duties of moderate difficulty that involve independent accountability and responsibility for making decisions on varied issues and policies. Demonstrated ability to serve on committees and other organizations as an ambassador of the organization. Demonstrated ability to professionally interact with individuals with a wide range of interests and backgrounds, to include students, faculty, government officials, business and industry leaders, and the general public. Demonstrated ability to effectively and efficiently support executive level leaders in a variety of administrative functions. An Associate’s Degree in administrative support or equivalent experience and at least two years’ experience working at the executive assistant level is required. The selected candidate must be able to pass the college’s pre-employment security screening.

QUALIFICATIONS PREFERRED: Bachelor’s degree is preferred.

PAY BAND RANGE: $32,619 - $74,617

STARTING SALARY: Approximate starting salary, $32,619 - $60,000, based on related full-time experience and pre-employment salary.

APPLICATION DEADLINE: Applications will be accepted through April 15, 2016.

APPLICATION PROCESS: To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website 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.