COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA) is the comprehensive, combined regional workforce development team created as a partnership between John Tyler and J. Sargeant Reynolds Community Colleges. Both colleges are multi-campus colleges serving the greater-Richmond area. CCWA serves over 700 businesses and approximately 12,000 participants annually through customized contract training and open enrollment offerings.

CCWA is seeking applicants who share in its commitment to training participants and teamwork. Both colleges and CCWA support a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. The position will be assigned to CCWA. The physical work location will be on the Parham Road campus in the Workforce Development and Conference Center, located at 1651 East Parham Road. CCWA’s budget is entirely self-supporting through contracts, fees for services, grants, and business-community partnerships.

TYPE OF APPOINTMENT:
Part-time hourly position without state benefits. Wage employees are restricted to working approximately 29 hours per week, not to exceed 1,500 hours annually.

DUTIES:
The Apprenticeship Program Support Technician will be the primary point of contact for all services in the Workforce Development and Conference Center related to the Apprenticeship Program and will provide administrative support to the Director of Manufacturing and Logistics Programs. This position will collect program participant documentation and record and enter appropriate data into the Apprenticeship tracking system. The Apprenticeship Program Support Technician will also assist the Apprenticeship Program Coordinator with scheduling and arranging meetings, developing presentations, and with the procurement of necessary materials. This position will also provide support to the main CCWA telephone line and to other CCWA colleagues and managers as needed.

QUALIFICATIONS REQUIRED:
Considerable knowledge of administrative and office support functions. Knowledge of and proficiency with applicable computer software programs, including Microsoft Word, Outlook, Excel, and Access. Demonstrated ability to manage multiple priorities and work independently in a fast-paced environment utilizing excellent organizational and office management skills. Demonstrated ability to communicate effectively, orally and in writing, with individuals both internal and external to the organization. Demonstrated ability to function as an effective team member; and to effectively serve as a receptionist in a busy and customer/client centered environment. High school diploma or equivalent. For those who are invited to interview, a Virginia Career Readiness Certificate (CRC) will be required prior to the interview. If you do not currently have a CRC please visit http://ccwatraining.org, or call (804) 523-CCWA, for further information. Selected candidate must be able to pass the college’s pre-employment security screening.

QUALIFICATIONS PREFERRED:
Post-secondary business-oriented curriculum to include office practices and use of multiple personal computer software programs preferred. Recent experience in a first point-of-contact/public contact/receptionist position is also preferred.

PAY BAND RANGE: $12.00 - $27.95

STARTING SALARY: Approximate starting hourly rate, $12.00 - $16.00, based on related full-time experience and pre-employment salary.

APPLICATION DEADLINE: Applications will be accepted through April 1, 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.