COORDINATOR, CENTER FOR FACULTY ENGAGEMENT
(POSITION NO# FA399)

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. Position will be assigned to the Office of Academic Affairs, located on the Parham Road Campus, 1651 E. Parham Road.


QUALIFICATIONS REQUIRED:
Master’s degree in higher education, educational leadership, or a related field. Considerable knowledge of higher education or community college administration practices and principles. Considerable knowledge of teaching and learning pedagogies in higher education or community college. Working knowledge of student development theory and student success initiatives. Demonstrated ability to perform project management, including the implementation of evaluation and outcome assessment, and report generation. Demonstrated ability to perform administrative functions in Academic Affairs including strategic planning; implementation of quality programs and services; policy and procedure development; and budget development and resource management. Demonstrated ability to work collegially with faculty and academic administrators on development and implementation of teaching and learning pedagogies, faculty development and professional growth, and measurements of student success. Demonstrated ability to communicate effectively, orally and in writing; and establish effective working relationships with a diverse population of faculty, staff, and students. Demonstrated ability to develop and write successful grant proposals. Demonstrated ability to operate a personal computer and utilize current software programs. The selected candidate will be required to complete the Commonwealth’s Statement of Economic Interest, and must be able to successfully pass the college's pre-employment security screening.

QUALIFICATIONS PREFERRED:
Quality Matters (QM) certification. Prior higher education teaching experience. Previous experience in the development and implementation of innovative and progressive faculty professional development programs.

POSITION RESPONSIBILITIES:
The Coordinator for the Center for Faculty Engagement (CFE) is primarily responsible for initiating, developing, managing and administering projects and activities that target the support and development of faculty at Reynolds Community College. Specific initiatives for which the Coordinator is responsible include the Faculty Learning Cohorts program; the orientation of new full-time faculty; the coordination of Reynolds activities with the VCU Humphrey Fellows Program; the Faculty Lunch & Learn series; and development programs targeting specific initiatives at the college such as the Honors Program, the Faculty Master Advisors Program, Distance Learning pedagogy, and pedagogies for student success. Additionally, the Coordinator chairs the CFE Advisory Committee; is responsible for the assessment of CFE activities and for its budget; communicates and distributes information about the CFE both internally and externally; and writes any required reports.

APPLICATION PROCESS: Application reviews will begin JUNE 9, 2016. Applications will be accepted until the position is filled.

CONTACT INFORMATION:
Mary Waite, Faculty Recruitment and Credentialing Consultant
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To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website https://virginiajobs.peopleadmin.com. For full consideration, the cover letter, curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.

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.