

EDUCATION SUPPORT SPECIALIST III, #00350
(Working Title: Nursing Clinical Coordinator)
*****RE-ANNOUNCEMENT*****

J. Sargeant Reynolds offers a variety of programs and services to the residents of the City of Richmond and surrounding areas. Our three major campuses serve over 19,000 credit students, and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years we have educated more than 275,000 people in the Richmond area. Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Education Support Specialist III, Pay Band 4. This position will be assigned to the School of Nursing and Allied Health, Downtown Campus, 700 E. Jackson Street Richmond, VA 23285.

TYPE OF

APPOINTMENT: Full-time classified position with state benefits.

DUTIES:

This position will coordinate and oversee assigned duties related to clinical nursing site; develop and implement schedules for students and adjunct faculty; and assist with assessment and evaluation activities. Position responsibilities also include: monitoring utilization of clinical sites; developing external relationships in order to provide additional clinical sites; and assisting with recruitment of part-time clinical faculty. This position will also develop partnerships to promote and enhance the nursing program within the VCCS and in the larger community. Additionally, this position will also utilize a high level of writing skills to develop and implement a variety of consistent communication efforts for clinical and didactic nursing adjuncts. This position will further support the Nursing Clinical Program by attending required meetings, participating in professional development activities, and working collaboratively with other college departments to ensure greater efficiency and effectiveness of the nursing clinical program.

**QUALIFICATIONS
REQUIRED:**

Considerable knowledge of nursing educational programs, nursing clinical programs, and clinical settings. Considerable knowledge of college operations, academic requirements, and academic policies and procedures. Working knowledge of program management techniques; assessment and evaluation processes; and reporting and presenting data. Demonstrated ability to work in a dynamic and collaborative team environment; and perform multiple tasks simultaneously. Demonstrated ability to carry out assigned tasks independently and with a high level of professionalism. Demonstrated ability to assist with recruitment and training of part-time nursing faculty. Demonstrated ability to effectively evaluate student clinical outcomes. Demonstrated ability to develop internal and external contacts; promote program goals and objectives; and obtain additional clinical sites for nursing students. Demonstrated ability to interpret and adhere to policies and procedures. Demonstrated ability to communicate effectively orally and in writing; work with individuals of diverse backgrounds; and establish positive working relationships with faculty, staff, students, and administrators. Ability to utilize personal computers and current software programs. High school diploma or equivalent. The selected candidate must be able to pass the college's pre-employment security screening.

**QUALIFICATIONS
PREFERRED:**

A bachelor's degree from an accredited college or university in nursing is preferred. Registered nurse licensure, recent clinical experience, and previous clinical educational/teaching experience is also preferred.

PAY BAND RANGE: \$31,352 - \$64,347

**STARTING
SALARY:**

Approximate starting salary, \$31,352 - \$47,850, based on related full-time experience and pre-employment salary.

**APPLICATION
DEADLINE:**

Applications will be accepted until the position is filled.

**APPLICATION
PROCESS:**

To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>.