



**COORDINATOR OF ASSESSMENT AND INSTITUTIONAL RESEARCH**  
**(POSITION NO. FA054)**

J. Sargeant Reynolds offers a variety of programs and services to the residents of the City of Richmond and the surrounding areas. Our three major campuses serve over 19,000 credit students and provide training for an additional 14,000 students. Over the years we have educated more than 285,000 people in the Richmond area, through the Community College Workforce Alliance (CCWA). Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Coordinator of Assessment and Institutional Research. This position will be assigned to the Office of Institutional Effectiveness, Central Administration Building, 1701 E. Parham Road.

TYPE OF APPOINTMENT	Full-time twelve-month professional faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$57,545 - \$100,850. Approximate maximum hiring salary: \$70,200.
QUALIFICATIONS REQUIRED	Master's degree in a Social Sciences field, Education, Research, Mathematics, Computer Information Systems or related field from an accredited institution. Knowledge of institutional research and outcomes assessment in higher education. Demonstrated abilities with social science research methodology, statistical methods, and data collection, analysis and interpretation. Demonstrated proficiency in utilizing relational database systems. Demonstrated proficiency in utilizing statistical packages such as SAS or SPSS and in utilizing Word, Excel, and Access for analysis and reporting. Demonstrated ability to develop and deliver professional presentations to managers and executive level staff. Demonstrated ability to work on multiple projects simultaneously with minimal supervision, and to work effectively as a team leader or member. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population of college faculty and staff. The selected candidate must be able to successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED	Experience conducting research and assessment in a higher education setting. Experience utilizing a student information system, such as PeopleSoft or Banner for research purposes, including experience with SQL programming. Teaching experience at the higher education level is also preferred.
POSITION RESPONSIBILITIES	The Coordinator of Assessment and Institutional Research is responsible to the Director of the Office of Institutional Effectiveness for providing leadership and coordination to maintain a comprehensive, effective assessment and institutional research program. Responsibilities include data collection, analysis, interpretation, and reporting to provide information for outcomes assessment, institutional planning, policy development, and to meet external reporting requirements. The coordinator provides guidance to academic programs and administrative units regarding unit-level assessment plans, processes, and unit-level participation in institutional assessment activities and reporting.
APPLICATION PROCESS	Application reviews will begin <b>MAY 6, 2010</b> . Applications will be accepted until the position is filled.

To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>. For full consideration, the cover letter, curriculum vitae, and unofficial transcripts must be received with the online application. Three current letters of recommendation relevant to this position and official transcripts must be received in the Office of Human Resources prior to the first day of employment.

Women and minorities are encouraged to apply.  
"Reasonable accommodations" are provided for applicants with disabilities.  
AA/EOE/ADA