



DEAN OF STUDENTS
(POSITION NO. FA349)

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 18,000 credit students and provide training for an additional 14,000 students. Over the years we have educated more than 275,000 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 Dean of Students. The position will be assigned to the Division of Student Affairs, located on the Parham Road Campus, 1651 E. Parham Road.

TYPE OF APPOINTMENT	Full-time twelve-month administrative faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$62,777 - \$112,056. Approximate maximum hiring salary: \$71,000.
QUALIFICATIONS REQUIRED	Master's degree in higher education, student personnel services, educational leadership, counseling, or a related field. Considerable knowledge of higher education or community college administration practices and principles. Considerable knowledge of student affairs administration, and student development theory. Considerable knowledge of student services, including: admissions, testing, financial aid, advising, disability services, student activities/student life, student conduct, new student orientation, and career services. Demonstrated ability to perform project management, including the implementation of evaluation and assessment, and report generation. Demonstrated ability to perform administrative functions in support of Student Affairs Division including strategic planning; implementation of quality programs and services; personnel administration functions; policy and procedure development; and budget development and resource management. Demonstrated ability to supervise and direct the work of others. 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 operate a personnel computer and utilize current software programs. The selected candidate will be required to complete the Commonwealth's Statement of Economic Interest, and must successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED	Doctorate in higher education, student personnel services, educational leadership, counseling, or a related field preferred. Current work experience in student affairs administration at the community college level is preferred. Previous experience in the development and implementation of innovative and progressive student services and programs is also preferred.
POSITION RESPONSIBILITIES	The Dean of Students assists the Associate Vice President of Student Affairs in strategic planning for the division, college wide. In addition the dean will assist in the daily planning, development, and administration of all programs within the division, as well as provide direct leadership to advising services, first-year initiatives (which include new student orientation and testing services), student life, and career and transfer services. This position will be instrumental in ensuring the implementation of quality programs and services throughout the Division, implementing evaluation and assessment, performing personnel administration functions, developing policies and procedures, managing program budgets, coordinating the student conduct process, serving on college wide committees, and other assigned duties.
APPLICATION PROCESS	Application reviews will begin FEBRUARY 25, 2010 , and 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