

ASSISTANT COORDINATOR, STUDENT RECRUITMENT
(POSITION NO. FA401)

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 15,000 credit students and provide training for 5,700 students through the Community College Workforce Alliance. During our 46-year history we have educated nearly 350,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. 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. It is currently seeking applicants for the position of Assistant Coordinator, Student Recruitment at the Parham Road Campus, 1651 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: \$56,610 - \$112,256. Approximate maximum hiring salary: \$56,610.

QUALIFICATIONS REQUIRED: Master's degree in education, higher education, student development, adult education, or counseling is required.

Knowledge of the principles and practices of new student recruitment and retention. Working knowledge of the admissions, enrollment, and advising processes for first-year college students. Demonstrated ability to advise students on the college admissions process, including test preparation, college applications, and financial aid. Demonstrated ability to advise students regarding online learning, online support resources, and online degree and certification options. Demonstrated ability to develop, implement, and manage program initiatives utilizing effective assessment and evaluation methodologies. Demonstrated ability to establish effective collaborative relationships with school counselors, program coordinators, and college units. Demonstrated ability to manage and direct the work of work-study students. Demonstrated ability to communicate effectively, orally and in writing, with diverse populations. Demonstrated ability to conduct professional presentations to groups of any size and varying demographic composition. Demonstrated ability to proficiently utilize Microsoft Word, Excel, and PowerPoint. Valid Driver's License required. The selected candidate will be required to successfully pass the college's pre-employment security screening.

QUALIFICATIONS PREFERRED: Progressive and recent experience in higher education recruitment is preferred.

POSITION RESPONSIBILITIES: The Assistant Coordinator of Student Recruitment will play a vital role in assisting the Director of Recruitment and K-12 Coaching with formulating and executing the college's strategic recruitment plan for adult students. The assistant coordinator is responsible for the collecting of data, environmental surveying, and activity assessment and evaluation related to all new student recruitment. The assistant coordinator supports the efforts of the Director of Recruitment and K-12 Coaching to create and promote a recruitment and retention culture through the development and nurturing of collaborative relationships with other units at the college. The position requires extensive local travel within the college's service region: the counties of Louisa, Goochland, Powhatan, Hanover, Henrico, and the city of Richmond, up to 200 miles per day.

APPLICATION PROCESS: Application reviews will begin **MARCH 23, 2018**. Applications will be accepted until the position is filled.

CONTACT INFORMATION: Emily Duncan, Recruitment Coordinator
Email: employment@reynolds.edu

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.