

**EDUCATION SUPPORT SPECIALIST II, #00197**  
**(Student Services Specialist – Career and Transfer Advising)**

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 17,500 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 nearly 340,000 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](http://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 Education Support Specialist II, Pay Band 3. This position will be assigned to the Office of Student Affairs, Downtown Campus. 700 E. Jackson Street.

**TYPE OF**

**APPOINTMENT:** Full-time classified position with state benefits.

**DUTIES:**

The Student Services Specialist for Career and Transfer Advising will provide career and academic advising, facilitate the college transfer process, and provide job assistance to students by conducting employment related workshops, such as resume writing and interview preparation. This position will assist with the planning of college transfer days, job fairs, and co-curricular information sessions in conjunction with the academic schools. This position will also assist students with using computer software to research career information; referring to counselors when appropriate for career planning and career advising; and provide assistance, as needed, in other areas of Student Affairs, to include academic advising, student life, etc.

**QUALIFICATIONS  
REQUIRED:**

Working knowledge of academic programs within the community college; career information, and labor market trends. Knowledge of employment and college transfer processes. Demonstrated ability to advise students and provide a high level of customer service to students, parents, faculty and staff. Demonstrated ability to conduct workshops and presentations geared towards students. Demonstrated ability to communicate effectively, orally and in writing, and to work with individuals of diverse backgrounds; and the ability to plan and organize workloads effectively to manage a high volume of students. Demonstrated ability to work independently and to establish positive working relationships with faculty, staff, administrators and employers. Ability to utilize personal computers and current software programs. High school graduate or equivalent. The selected candidate must be able to pass the college's pre-employment security screening.

**QUALIFICATIONS  
PREFERRED:**

Bachelor's and/or Master's degree from an accredited college or university with coursework in career counseling, higher education, or a related field is preferred. Current experience working in a community college environment or with career planning is also preferred.

**PAY BAND  
RANGE:**

\$25,718 - \$66,683

**STARTING  
SALARY:**

Approximate starting salary, \$25,718 - \$38,950, based on related full-time experience and pre-employment salary.

**APPLICATION  
DEADLINE:**

Applications will be accepted through February 2, 2018.

**APPLICATION  
PROCESS:**

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>.

**CONTACT  
INFORMATION:**

Emily Duncan, Recruitment Coordinator  
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