J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and surrounding counties. Annually, our three 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 300,000 people in the Richmond area. 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 Education Support Specialist III, Pay Band 4. This position will be assigned to Student Affairs/Financial Aid, Parham Road Campus, 1651 E. Parham Road.

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

**DUTIES:** The Financial Aid Coordinator will be responsible for the management of the William D. Ford Federal Direct Student Loan Program in accordance with federal regulations. This position will also develop strategies for using technology in support of student loan processes and better service to students and the college.

**QUALIFICATIONS REQUIRED:** Working knowledge of student financial aid programs, operations and services; and enrollment management. Working knowledge of federal, state, and educational policies and procedures related to student financial aid. Demonstrated ability to counsel students, parents and college community regarding financial aid matters utilizing a high level of customer service; and to effectively interpret policies and procedures. Demonstrated ability to independently perform various financial aid program functions such as processing applications, performing verifications, determining eligibility, certifying loan applications, and maintaining appropriate records. Demonstrated ability to resolve problems and effectively utilize organizational skills. Demonstrated ability to maintain harmonious working relationships; and to communicate effectively, orally and in writing, with a diverse population. Demonstrated ability to operate a personal computer using current software programs, perform data entry and interpret computer-generated financial aid information. High school graduate or equivalent. Selected candidate must be able to pass the college’s pre-employment security screening.

**QUALIFICATIONS PREFERRED:** Graduation from an accredited college or university with course work in business administration, human services counseling, a social science or related field is preferred. Current work experience in financial aid programs/operations/services is preferred. Public contact experience, preferably in higher education. Computer experience, preferably with Microsoft Word, Excel, Access and the Internet is also preferred.

**PAY BAND RANGE:** $32,619 - $74,617

**STARTING SALARY:** Approximate starting salary, $32,619- $40,845, based on related full-time experience and pre-employment salary.

**APPLICATION DEADLINE:** Applications will be accepted through April 15, 2016.

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

**CONTACT INFORMATION:** Emily Duncan, Classified Recruitment and Wage Employment Coordinator
Phone: (804) 523-5874
Email: eduncan@reynolds.edu

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.