



EDUCATION SUPPORT SPECIALIST III, #R0439
(Working Title: Workforce Career and Credentials Coach)

COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA) is the comprehensive, combined regional workforce development team created as a partnership between John Tyler and J. Sargeant Reynolds Community Colleges. Both colleges are multi-campus colleges serving the greater-Richmond area. CCWA serves over 700 businesses and approximately 12,000 participants annually through customized contract training and open enrollment offerings.

CCWA is seeking applicants who share in its commitment to workforce development and teamwork. Both colleges and CCWA support a culture of life-long learning, celebrating their diversity, and recruiting and retaining star quality employees. CCWA's budget is entirely self-supporting through contracts, fees for services, grants, and business-community partnerships. The position will be assigned to CCWA with the physical work location being on the Parham Road campus in the Workforce Development and Conference Center, located at 1651 East Parham Road.

TYPE OF APPOINTMENT:	Full-time restricted classified position with state benefits. Position is funded for one year, continued employment will depend upon ongoing grant-funding.
DUTIES:	As a member of the workforce development services team, the Workforce Career and Credentials Coach will assist students interested or enrolled in noncredit workforce training with career and educational planning services, program admissions, financial aid, successful training and credential completion, identifying work-based learning opportunities, and job placement and retention. The coach will assist students in overcoming barriers to their success by connecting them to supportive services in their region, including the services of the one stop career centers, as appropriate. The coach will work closely with students before, during, and after their training and credentialing programs to help college workforce divisions achieve their goals related to Complete 2021 and the Workforce Credentials Grant (WCG) program.
QUALIFICATIONS REQUIRED:	Knowledge of career assessments, job searches, interviewing techniques, and labor market information. Knowledge of workforce development programs (i.e., WIA/WIOA) and credentials. Knowledge of student resources including financial aid (i.e., WCG and Financial Aid for Noncredit Training leading to Industry Credentials (FANTIC)) and related supportive services. Demonstrated ability to communicate and build networks with a variety of workforce partners and coordinate with employers for job referrals. Demonstrated ability to provide professional coaching services to a diverse group of students pursuing short-term workforce training. Demonstrated ability to develop individual action plans; keep accurate records; and manage multiple priorities. Demonstrated ability to operate a personal computer with current software programs to include Microsoft Office products, and in the use of social media. Bachelor's degree in counseling, human resources, social services, or a related field is required. The selected candidate is required to have completed the Virginia Career Coach Certification Program or have the ability to complete after hire. Valid driver's license and ability to provide own transportation. Selected candidate must be able to pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED:	Current knowledge of the workforce development system within the Commonwealth of Virginia and related resources is preferred.
PAY BAND RANGE:	\$33,598 - \$83,649
STARTING SALARY:	Approximate starting salary, \$33,598- \$60,000, based on related full-time experience and pre-employment salary.
APPLICATION DEADLINE:	Applications will be accepted through August 18, 2017.
APPLICATION PROCESS:	To apply for this or any other vacant Reynolds position, please visit the Virginia Jobs website https://jobs.agencies.virginia.gov .
CONTACT INFORMATION:	Emily Duncan, Recruitment Coordinator Email: eduncan@reynolds.edu