

**COUNSELOR FOR STUDENT LIFE**  
**(POSITION NO. GA026)**

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](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 Counselor for Student Life at the Parham Road Campus, 1651 E. Parham Road.

<b>TYPE OF APPOINTMENT:</b>	Restricted 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: \$62,270.
<b>QUALIFICATIONS REQUIRED:</b>	Master's degree in higher education administration, student personnel, counseling, or a related field is required.  Considerable knowledge of college student development theories, methodologies and practices. Considerable knowledge of college policies and administrative procedures related to student life programs. Working knowledge of budget development and management. Demonstrated ability to plan, coordinate multiple student programs and activities, and evaluate the effectiveness of student life programs. Demonstrated skill to perform complex problem-solving and sound decision-making. Demonstrated ability to direct the work of others and supervise staff. Demonstrated interpersonal skills and ability to work with students, staff, and faculty at all levels. Demonstrated ability to communicate effectively orally and in writing. Ability to use personal computers and current software programs. The selected candidate must be able to pass the college's pre-employment security screening.
<b>QUALIFICATIONS PREFERRED:</b>	Progressive and recent experience in the development and administration of student activities and leadership development programs.
<b>POSITION RESPONSIBILITIES:</b>	The Counselor for Student Life will assist in the development of a comprehensive student life program that will lead to increased student success and retention at the college.
<b>APPLICATION PROCESS:</b>	Application reviews will begin, <b>AUGUST 10, 2018</b> . Applications will be accepted until the position is filled.
<b>CONTACT INFORMATION:</b>	Emily Duncan, Recruitment Coordinator Email: <a href="mailto:employment@reynolds.edu">employment@reynolds.edu</a>

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](mailto:EEO@Reynolds.edu).*