



EDUCATION SUPPORT SPECIALIST II, #00297
(Working Title: Transitional Programs Specialist)

J. Sargeant Reynolds Community College is a comprehensive two-year college dedicated to providing quality educational opportunities to the residents of the Richmond metropolitan area and surrounding counties. The College has three (3) campuses located in urban, suburban and rural settings. Total enrollments exceed 17,000 credit and 8,000 non-credit students annually. Additional information is available at the College's Website: <http://www.reynolds.edu>

The College is seeking applicants for the position of Education Support Specialist II, Pay Band 3. This position will be assigned to Outreach and Recruitment, Downtown Campus, 700 E. Jackson Street.

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

DUTIES: To perform enrollment functions as necessary to assist the Director of Outreach and Recruitment and the Coordinator of Dual Enrollment. Serves as liaison between JSRCC and assigned school systems to provide high schools and the public-at-large information about the academic opportunities available at J. Sargeant Reynolds Community College.

QUALIFICATIONS REQUIRED: Working knowledge of academic requirements, qualifications, and college operations. Knowledge of Virginia's educational initiatives for high school students, and the dual enrollment process. Demonstrated ability to advise students. Demonstrated ability to provide a high level of customer service to students, parents, faculty, and staff. Demonstrated ability to interpret policies and procedures and relay applicable information to a diverse population. Demonstrated ability to work independently and establish positive working relationships with faculty, staff, and administrators. Demonstrated ability to communicate effectively, orally and in writing, and to work effectively with both internal and external customers. Demonstrated ability to utilize personal computers with current software programs. High school diploma.

QUALIFICATIONS PREFERRED: Graduation from an accredited college or university with course work in counseling or a related field is preferred. Current experience working with a variety of individuals in an advisory or counseling capacity. Experience working in a college environment is also preferred.

PAY BAND RANGE: \$23,076 - \$47,361

STARTING SALARY: Approximate starting salary, \$23,076- \$35,584 based on related full-time experience and pre-employment salary.

APPLICATION DEADLINE: Applications will be accepted until the position is filled.

APPLICATION PROCESS: A completed State application may be mailed to Human Resources, P. O. Box 85622, Richmond, VA 23285-5622, hand-delivered to 1701 E. Parham Road, Room 317, or faxed to (804) 371-3853.