

J. Sargeant Reynolds
Community College



INFORMATION SYSTEMS INSTRUCTOR
(POSITION NO. FO210)

J. Sargeant Reynolds Community College is Virginia's third largest community college, serving more than 17,000 credit and 22,000 non-credit students annually. The College provides education and training at three campuses, at 35 satellite locations, and through distance learning programs. J. Sargeant Reynolds plays a pivotal role in economic development in the metro Richmond area, training, and retraining the workforce.

The College is seeking applicants for the position of Information Systems Instructor. This position will be assigned to the School of Business.

- TYPE OF APPOINTMENT:** Full-time nine-month faculty ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$38,153 - \$80,121. Approximate maximum hiring salary: \$64,245.
- QUALIFICATIONS REQUIRED:** Bachelor's degree in Information Systems or related field, such as Business or Office Technology. Two (2) years related occupational experience and demonstrated competency in Information Systems, Business and/or Office Technology.
- QUALIFICATIONS PREFERRED:** Master's degree in Information Systems or related field. Considerable occupational technical experience or teaching experience in one or more college-level disciplines including Information Systems, Networking, Database, Web Design, Business and Office Technology. Demonstrated experience in teaching online and/or hybrid classes. Demonstrated experience in advising students. Demonstrated experience in MSOffice Applications, office technology, PC hardware/software installation and troubleshooting. Demonstrated experience in curriculum development and program management. Demonstrated ability to work with a widely diverse faculty, staff and student population. Demonstrated ability to communicate effectively, both orally and in writing. Prior teaching experience in a community college setting is also preferred.
- POSITION RESPONSIBILITIES:** The primary responsibility is teaching. Faculty loads are normally scheduled on an average of fifteen (15) credit hours per semester. Office hours, advising, and collateral duty assignments are expected. Teaching assignments may include day and evening classes at multiple on- and off-campus locations, including dual enrollment. Opportunities for summer teaching will be based on student interest.
- APPLICATION PROCESS:** Application reviews will begin **JULY 12, 2007**. Applications will be accepted until the position is filled.

For full consideration, interested candidates are required to submit a completed Commonwealth of Virginia employment application, curriculum vitae and unofficial transcripts. Official transcripts and three current letters of recommendation relevant to this position will be required prior to employment. All correspondence should be sent to the Human Resources Department, J. Sargeant Reynolds Community College, P.O. Box 85622, Richmond, VA 23285-5622. Phone: (804) 523-5249.

Women and minorities are encouraged to apply.
"Reasonable accommodations" are provided for applicants with disabilities.
AA/EOE/ADA