



ASSISTANT DEAN, SCHOOL OF MATHEMATICS AND SCIENCE
(POSITION NO. FA323)

J. Sargeant Reynolds Community College is the third largest college in the Virginia Community College System. Reynolds offers a variety of programs and services to the residents of the City of Richmond and the counties of Hanover, Henrico, Goochland, Louisa and Powhatan. The college operates three comprehensive campuses located in rural, urban and suburban settings and serves over 18,000 credit students. The Community College Workforce Alliance provides training to an additional 14,000 non-credit students each year. Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Assistant Dean, School of Mathematics and Science.

TYPE OF APPOINTMENT:	Full-time twelve-month administrative faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$62,777 - \$112,056. Approximate maximum hiring salary: \$78,544.
QUALIFICATIONS REQUIRED:	Master's degree from an accredited institution in field of study related to or offered by the School of Mathematics and Science. Considerable knowledge of higher education and community college administration practices and principles. Considerable knowledge in curriculum design and instructional methods and technology, course development, budget and resource management, and personnel administration. Demonstrated ability to provide student instruction in an academic setting, develop programs and conduct course assessments and evaluation. Demonstrated ability to supervise and direct the work of faculty and staff, develop performance objectives, and conduct employee evaluations. Demonstrated ability to perform administrative functions, including planning of program needs, develop and manage budgets, promote academic offerings, develop and maintain community relations. Demonstrated ability to develop and implement distance education programs. Demonstrated ability to communicate effectively, both orally with appropriate technologies, and in writing with internal and external constituencies. The selected candidate will be required to complete the Commonwealth's Statement of Economic Interests, and must successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED:	Current and progressive experience in college administration at the community college level. Prior teaching experience at the community college level, inclusive of distance education.
POSITION RESPONSIBILITIES:	The Assistant Dean provides administrative and operational support to the Dean to ensure the smooth operation of the School of Mathematics and Science by providing academic leadership, management, and overall coordination. The Assistant Dean is responsible for managing all student related issues and activities. The Assistant Dean plans, organizes, and directs the day-to-day operations of the School under administrative direction and serves as a resource and referral source for students seeking various types of assistance. The Assistant Dean will administer the program review and evaluation processes, perform HR administrative tasks, provide assistance in the supervision of office staff and full- and part-time faculty, promote faculty/staff professional development, serve on various college committees, and perform other duties as assigned by the Dean.
APPLICATION PROCESS:	Application reviews will begin OCTOBER 8, 2009 . Applications will be accepted until the position is filled.

In order to better serve our customers, J. Sargeant Reynolds Community College will **only** accept online applications for all state employment opportunities. JSRCC will no longer accept hand-delivered applications or applications submitted by mail, e-mail, or fax. Computers are available at the Department of Human Resource Management's Career Center, public libraries, the Virginia Employment Commission, or the College's Human Resources Office. To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>. Cover letters, curriculum vitae, and unofficial transcripts must be attached electronically to the online application. Three current letters of recommendation relevant to this position and official transcripts must be received in the Office of Human Resources prior to the interview or presented to the Chairperson of the interview committee at the interview. **Only letters of recommendation and official transcripts are to be mailed to:** JSRCC, Office of Human Resources, P.O. Box 85622, Richmond, VA 23285-5622.