

J. Sargeant Reynolds  
Community College



**P.A.V.E. INSTRUCTOR**

**(PART-TIME)**

The College is seeking an adjunct instructor to teach day classes on Tuesdays and Thursdays for the Clerical Assistant Certificate in the Program for Adults in Vocational Education (P.A.V.E.), on the Downtown Campus.

**QUALIFICATIONS REQUIRED:** Bachelor's degree in related business education field.

**QUALIFICATIONS PREFERRED:** Minimum of two years teaching experience at the college level. Considerable experience in teaching clerical tasks and technology based office skills. Wide range of coursework and/or experience in vocational rehabilitative field. Demonstrated ability to incorporate learning strategies to address the needs of students with disabilities. Demonstrated ability to work with students from diverse backgrounds and with a variety of disabilities. Excellent written and oral communication skills.

Salary commensurate with the education and experience of the applicant.

For further information please contact Debby Wilkerson, Program Coordinator, at (804) 523-5572 or [dwilkerson@reynolds.edu](mailto:dwilkerson@reynolds.edu).

Please send a completed Commonwealth of Virginia application, curriculum vitae, official academic transcripts, and three current letters of recommendation to:

Debby Wilkerson  
J. Sargeant Reynolds Community College  
P.A.V.E. Program, Downtown Campus  
P.O. Box 85622  
Richmond, VA 23285-5622

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