J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and surrounding counties. Annually, our three campuses serve over 19,000 credit students and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years, we have educated more than 300,000 people in the Richmond area. Additional information is available at the College’s Website: 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 two positions of Education Support Specialist II, Pay Band 3. These positions will be assigned to Student Affairs/Testing Center, Downtown Campus, 700 E. Jackson Street.

**TYPE OF APPOINTMENT:** Part-time hourly position without state benefits. Wage employees are restricted to working approximately 29 hours per week, not to exceed 1,500 hours annually.

**DUTIES:**

The Testing/Placement Specialist will administer placement tests, make-up tests, and distance education tests in accordance to college guidelines and procedures. This position will perform a variety of other administrative and office support tasks to ensure the efficient operation of the Testing Center. The shifts for these positions include, 8:30 a.m.- 3:00 p.m. four days a week and 8:30 a.m. - 1:30 p.m. one day a week (actual days of the shifts may be flexible); and the second position reports from 11:30 a.m.-6:00 p.m. three days a week, 1:00 p.m.- 6:00 p.m. one day a week (actual days of these shifts may be flexible), and 8:30 a.m.-3:00 p.m. on Friday. These positions include some Saturday and evening hours.

**QUALIFICATIONS REQUIRED:**

Working knowledge of educational software programs and tools. Demonstrated ability to provide a high level of customer service support and assistance to faculty and students. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population; and to work with students of varying backgrounds and education levels. Demonstrated ability to follow established guidelines and procedures. Demonstrated ability to perform administrative and office support functions. Demonstrated ability to use a personal computer with current software programs. High school graduate or equivalent. The selected candidate must successfully pass the college’s pre-employment security screening.

**QUALIFICATIONS PREFERRED:**

Experience in instructional support in a community college or another academic environment is also preferred.

**STARTING SALARY:**

Approximate starting hourly rate, $12.00 per hour, based on related experience and pre-employment salary.

**APPLICATION DEADLINE:**

Applications will be accepted through September 4, 2015.

**APPLICATION PROCESS:**

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website [https://virginiajobs.peopleadmin.com](https://virginiajobs.peopleadmin.com).

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.