Southeastern Community College

EMPLOYMENT OPPORTUNITY

Director of Small Business Center

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Minimum Requirements for the Position

1. A baccalaureate degree in Entrepreneurship, Business Administration, Accounting, or Finance from a regionally accredited institution and five or more years of successful business experience in an ownership or executive management capacity; or
2. An advanced degree in Entrepreneurship, Business Administration, Accounting, Finance, or Law
3. Demonstrated ability to provide start-up, financial and other counseling services to existing and prospective small businesses located in Columbus County.
4. Ability to maintain and implement Small Business Center Network (SBCN) budget requirements
5. Ability to organize and operate a variety of entrepreneurship and loan programs
6. Excellent oral and written communication skills
7. Knowledge of Columbus County (geographic, economic, workforce, etc)
8. Commitment to excellent customer service and continuous improvement
9. Ability to work without close supervision
10. Willingness to work irregular hours, including nights and weekends
11. Willingness to participate in professional development activities
12. Commitment to the community college “open door” philosophy

Preferred Requirements

1. Working knowledge of the principles of successful small business management.
2. Demonstrated ability to communicate well with a diverse group of small business clients concerning their needs and ideas.

Purpose and Function of the Position

Under the supervision of the Vice President of Workforce and Community Development, the Director of Small Business Center is responsible for the operation of the Small Business Center and its related programs and projects. In order to fulfill the objectives of this position, the Director of Small Business Center performs the following functions:

1. Establishes and maintains personal contact with small business owners in Columbus County.
2. Links the Small Business Center (SBC) business plan with the long term SBCN goals as well as the college’s mission and strategic plan.
3. Accesses, plans, implements, delivers and evaluates timely educational programs that meet the needs of the small business community (including annual survey to identify small business needs and trends; maintain
accurate records and reports on small business activities; participant evaluations on seminars and courses to maintain a high level of quality and state-of-the-art information).

4. Provides start-up, financial and other counseling services to existing and prospective small businesses located in Columbus County and, if needed, makes appropriate referrals to resource agencies and/or individuals.

5. Establishes and maintains partnerships with local, regional, state funding sources for entrepreneurship development.

6. Develops and maintains a network of linkages with chambers of commerce, volunteer consultants from the business community, businesses and trade associations, economic development agencies, banks and financial leaders.

7. Establishes and maintains a resource information center of development literature, checklists and worksheets for start-up planning or improving current, on-going operational performance.


9. Maintains local SBC Advisory Committee.

10. Maintains up-to-date Client Management Services (CMS) information including registration of seminar attendees, event listings, counseling notes, economic development impact, counseling and seminar evaluations and/or any other information needed for SBC Annual Program Report.

11. Accounts for SBC Annual Program Report, due on July 31 of each year.

12. Supervises SBC training activities, instructors, presenters and staff.

13. Performs any other duties as deemed necessary by the VP of Workforce and Community Development.

Excellent references from previous employers must be furnished upon request. Position is to be filled no later than 4/15/2016.

A completed Southeastern Community College application form, a resume, and college transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Deadline for receipt of applications is 3/31/2016. Applications received after this date may not be considered.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472.

An Equal Employment Opportunity/Affirmative Action Employer