



Position Title: Part-time Small Business Education (SBE) Grant Coordinator
Reports To: Department Chair
Department: School of Business
Prepared By/Date: Jennifer Brito/08-16-2009
Approved By/Date: Thania Rios/08-12-2011
Revised: Donna French/08-11-2011

Job Code: 8104
Job Group: H1-NIE
Salary Grade: HI
FLSA Status: Exempt

Summary:

This temporary grant funded position is responsible for coordinating the recruitment of small businesses and providing their owners with knowledge, tools, resources and contacts by organizing technical seminars. Conducts follow up with clients to determine further educational objectives and developmental needs.

Essential Duties and Responsibilities:

- Works closely with the SBE Program Consultant and the Wolfson School of Business Chairperson
- Plans and recruits instructors, agency participants, and nonprofit organizations
- Coordinates the recruitment of at least twelve (12) small businesses in the areas of Allapattah, Overtown, Downtown Miami, and specific areas of Miami Beach
- Conducts three (3) Seminars for eligible small businesses in English
- Coordinates the recruitment of at least twenty-five (25) potential entrepreneurs
- Coordinates two (2) workshops and an information session for potential entrepreneurs
- Organizes a Small Business Education Forum open to the public and project participants
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Microsoft Word and Access skills to support marketing activities
- Must possess good oral and written communication skills
- Ability to project a positive image of the College and its programs
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Business or related field and three (3) years of related experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name