



**Position Title:** Part-Time Workshop Presenter

**Job Code:** 8104

**Reports To:** Department Chair

**Grade:** HI

**FLSA:** Exempt

**Job Description:**

The Part-Time Workshop Presenter conducts, plans, and prepares training sessions for minority small business owners to sharpen their skills, conducts their businesses in a more efficient manner, and trains them in best business practices.

**Duties & Responsibilities:**

- Conducts training workshops using various methods: simulation of work place conditions, interactive workshops with computer-aided instructional technologies, and electronic learning (POS) multimedia programs and regular classroom lectures
- Promotes role-playing within a group of twenty-five (25) group participants.
- Evaluates workshop effectiveness to ensure objectives are met.
- Perform other duties as assigned.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's Degree in Business from an accredited institution and three (3) years of experience in Business.
- Must possess good oral and written communication skills.
- Proficiency in Microsoft applications.
- Ability to work in a multi-ethnic, multi-cultural environment.

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name