Employment Opportunity

Small Business Development Center Assistant -- CL14-17
(part-time categorically-funded assignment)
Small Business Development Center

Apply by: Monday, July 7, 2014

About the position:
The currently advertised part-time (80%) assignment performs a variety of difficult and complex duties and tasks emphasizing administrative detail in the operation and coordination of the Small Business Development Center (SBDC). A Small Business Development Center Assistant eligibility pool may be established in order to fill other part-time or substitute assignments as needs arise.

Examples of Duties: Under general supervision of the Director of the Small Business Development Center:

- Provides intake services and initial client screening and referral to appropriate consultant
- Provides periodic business counseling to clients
- Maintains client confidentiality
- Develops, implements, and maintains complex records management systems, including computerized databases, which track all phases of SBDC operations
- Primary responsibility for office coverage and Center reception
- Serves as program liaison among public agencies, funding sources, the college and community, providing support services and making appropriate referrals
- Monitors budget allocations and expenditures, maintains records and prepares financial and state reports
- Conducts outreach, attends meetings and conferences and makes presentations on center activities, as directed
- Develops various outreach and publicity materials for specific populations and events
- Monitors program services for program compliance with all regulations and policies of funding sources
- Performs a variety of administrative support to research projects which may include evaluation of alternatives and preparation of recommendation reports
- Trains and directs the work of student workers
- Prepares periodic and special reports, correspondence and other written materials
- Answers inquiries and furnishes information requiring a knowledge of standards, procedures, rules and regulations for information relating to small business
- Orders and maintains inventory of all office supplies and equipment
- Coordinates appointments, meetings, conferences and other related activities for the Director and SBDC Advisory Board and generates appropriate correspondence and records of meetings
- Operates standard office equipment
- May require driving for job-related activities
- Performs related duties as required or assigned

Minimum Qualifications: Equivalent to completion of two years of college with coursework in general education, business, or a closely related field and two years of responsible office administrative experience.

Knowledge of:

- Basic principles, practices of small business and office and administrative practices and procedures
- Program management principles, including work organization and budget development and administration
- Basic computer and word processing applications related to office administration
- Standard office practices and procedures, including filing and the operation of standard office equipment
- Governmental, community and social service organizations and their functions
- Correct English usage, spelling, grammar, and punctuation
Skill in:
- Communicating and serving people of diverse academic, ethnic, socio-economic and cultural backgrounds
- Interpreting, applying and explaining rules, regulations and procedures
- Analysis of difficult and/or sensitive situations and adopt an effective course of action
- Collecting, compiling and preparing data and reports
- Establishing and maintaining cooperative relationships with faculty, staff, clients, consultants, local resource agencies and State and Federal representatives
- Developing and coordination of multiple projects, training programs, seminars, and meeting critical deadlines
- Representing the program to which assigned in meetings and outreach events
- Writing and communicating effectively
- Maintaining confidentiality of information
- Keyboarding with sufficient skill to enter data in a word processor or computer and producing correspondence or reports
- Coordination of training programs, seminars and workshops for program clients

Other requirements:
- Must possess a valid California driver's license
- Must be able to work evenings and weekends, depending on the scheduling of program activities
- Overnight travel may be required in order to attend conferences and meetings

Desirable:
- Experience with the operations of small businesses and categorically funded college programs is desirable.

Current Salary: *$2,716 to $2,994 per month to start; seven step schedule to $3,640 per month. Part-time (80%) categorically-funded assignment, 12 months per year, Monday through Friday, work hours to be arranged between 8:00 a.m. – 5:00 p.m. Classified employees are required to join the California Public Employees’ Retirement System (CalPERS) and as such must contribute up to 7% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin August 1, 2014 pending funding and Governing Board ratification.

*Cabrillo College reserves the right at its discretion to hire confidential employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

How to Apply: Application forms may be obtained via the Human Resources web site: [http://www.cabrillo.edu/services/hr/apps.html](http://www.cabrillo.edu/services/hr/apps.html) OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA  95003
Phone:  (831) 479-6217
or FAX to:  (831) 477-3545

EACH APPLICANT MUST SUBMIT:
- a) Completed and signed Cabrillo College classified employment application
- b) Resume – job related
- c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Verification of educational qualifications. *(Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.)*
   - Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.

e) Criminal History Inquiry Supplemental to Application

f) Copy of current driver’s license

**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

Please notify the Human Resources department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure:**
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) will be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline:** All application materials MUST be received in the Human Resources Department by: Monday, July 7, 2014. *(Postmarks or e-mail transmittals are not accepted.)*

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.