

Sul Ross State University
Position Description

Official Title: Small Business Development Center Director/RGC
Salary Group: Unclassified (6) Starting \$60,000 per contract (11/29/11)

Job Code: 1260

Summary

Function: Manage the University business consulting department.

Scope: Provide business counseling and training for region.

Duties

Essential: Responsible for overall management of the Small Business Development Center, which includes planning, implementation, and administration. The director will oversee a program which provides business counseling and training to small businesses in the region. The director will manage the program in accordance with Grantee requirements. Administrative responsibilities include hiring and managing staff, managing financial resources, evaluating and monitoring programmatic units, marketing the program, developing additional resources, developing consultation delivery systems, and advocating the cause of small businesses. Department heads are responsible for content and maintenance of their department webpages. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Associate Provost of RGC.

Given: Supervises counselors and support staff.

Education

Required: Bachelor's degree in Business, Economics, Public Administration or related field.

Preferred: MBA or MPA.

Experience

Required: Five years of related professional experience in business/economic development consulting; business management or ownership experience

Preferred: Familiarity with the Small Business Administration and Small Business Development Center procedures strongly preferred; Microsoft Office Suite.

Equipment/Skills

Required: Evidence of strong organizational and communication skills.

Preferred: Bilingual capacity in Spanish.

Working Conditions

Usual: Standard office conditions; significant travel required; exempt from overtime provisions. Position is Security Sensitive. For RGC position is based in Eagle Pass, Texas, at the Rio Grande College campus.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: December 2011