

# **Southeastern Illinois College**

---

---

## **Assistant Director for SIC WISBDC**

(Full-time, DCEO grant position)

---

---

DIVISION: WISBDC  
LOCATION: WISBDC  
REPORTS: Associate Dean of Workforce and Community Education  
APPROVED: May 2021

---

### **POSITION SUMMARY:**

This is a full-time, grant position and requires the availability to work Monday – Friday from 8-4:30. Flexibility will be required with some night and weekend hours to meet the needs of the department as well as occasion overnight travel. The candidate will perform clerical/administrative duties to support the daily operations of the Small Business Development Center Program including, , but not limited to, one-on-one business consulting with start-up and existing businesses, leading small business training classes, assisting in business plan development, conducting cash flow projections and market research for clients as well as program marketing outreach, scheduling and promoting workforce education classes and hiring instructors, building business relationships within the College district, marketing WISBDC programs to area businesses and organizations, and maintaining spreadsheet files on all training programs. The suitable candidate must be a self-starter, and team-player. The Assistant Director must be proficient with phone skills, organizational skills, and computer skills, including Microsoft Office software programs.

### **ESSENTIAL RESPONSIBILITIES:**

1. Network and market WISBDC to area businesses and organizations serving the district.
2. Develop and maintain a consultative partnership with area businesses including relationship building leading to client development and/or the sale and creation of customized training programs
3. Assist with retention surveys to assess the need for training or other assistance for area businesses and other organizations.
4. Attend appropriate training activities and conferences for the Small Business Development Center program.
5. Provide direct client counseling assistance, including research and development of material for client needs, research funding sources for development of projects, business plans and cash flow projections for client needs.
6. Maintain client files with appropriate records included.
7. Provide referrals to other appropriate DCEO programs.
8. Conduct and arrange customized and open enrollment training programs (including courses, workshops, seminars, or conferences) for business growth and development.
9. Assist in grant writing, execution of grant objectives, and grant reporting.
10. Develop system for on-boarding new staff.
11. Responsible for Neoserra input for contractual workers.

12. Assist in the completion of monthly reporting for WISBDC.
13. Assist in the production of promotional materials for SIC's WISBDC.
14. Develop and expand the list of consultants, resource providers and pro bono speakers for business programs.
15. Publish quarterly newsletter for clients and stakeholders.
16. Other duties as required or assigned.

**EDUCATION:**

Bachelor's Degree required with emphasis on Business, Marketing or Public Relations preferred. Prior experience in Business, Entrepreneurship, Marketing, Economics, or Accounting preferred.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMUNICATIONS SKILLS:**

Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position. Ability to read and interpret budget and financial documents, manuals, procedural reports, etc.

**REASONING ABILITIES:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license.

**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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to fingers, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/ or remove up to 25 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Must be able to maintain a

flexible work schedule and be able to work at various locations throughout the college district. This position requires some evening and weekend hours, including the possibility of overnight and extended travel.