
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Business and Industry Associate

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Minimum Requirements for the Position

1. Bachelor's degree in a business related field from a regionally accredited institution
2. Knowledge of entrepreneurial development
3. Experience in teaching adults in a professional environment
4. Knowledge of and experience in development, implementation, and evaluation of customized training programs, seminars, and/or workshops for business and industry
5. Ability to facilitate a variety of entrepreneurship and loan programs
6. Excellent computer skills
7. Excellent organizational skills
8. Excellent communication skills (oral and written)
9. Ability to work well without close supervision
10. Willingness to be a productive team player
11. Willingness to work irregular hours including nights and weekends, as needed
12. Commitment to the community college "open door" philosophy

Preferred Requirements for the Position

1. Experience in business plan development
2. Demonstrated experience in marketing programs and services
3. Demonstrated ability to establish linkages with economic development entities

Purpose and Function of the Position

Under the general direction of the Director of Small Business Center, the Business and Industry Associate will:

1. Establish and maintain contact with small business owners
2. Provide one-on-one counseling to existing and prospective small business owners through a process of initial consultation followed by referral to the appropriate person(s) or agency to provide the needed counseling
3. Maintain timely and complete documentation associated with counseling sessions

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4. Provide business plan assistance to existing and prospective small business owners
5. Recruit existing and prospective small business owners for appropriate workshops, seminars and occupational extension classes
6. Identify external resources available for small businesses in the service area
7. Facilitate loan application process for existing and prospective small business owners
8. Assist with Small Business Center training activities
9. Assist VP of Continuing Education and Economic Development with administration and evaluation of customized industrial training programs
10. Assist with business outreach activities sponsored by the Columbus County JobLink Career Center
11. Administer Career Readiness Certificate assessment
12. Instruct HRD and KeyTrain classes when needed
13. Perform other duties as assigned by the Director of Small Business Center and VP of Continuing Education and Economic Development

Excellent references from previous employers must be furnished upon request. Salary is dependent upon qualifications, experience and labor market. This position is to be filled by December 18, 2009.

A completed Southeastern Community College application, a resume, letter of interest addressing the requirements and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Review of applications will begin on November 6, 2009. Deadline for receipt of applications is 3:00 p.m. on Friday, November 13, 2009. Applications received after this date may not be considered.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P. O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310.

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