

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Business Development Administrative Specialist

BASIC FUNCTION: Under the supervision of the Director of the TriTech Small Business Development Center (SBDC), is responsible for, but not limited to: marketing and community outreach, training programs, social network marketing, public relations, the center's contract administration, general office administration (coordination of office services such as purchasing, budget reports, & payroll), independent judgment in the resolution of administrative duties, delegation of routine duties and special projects to clerical personnel, as well as providing administrative assistance to the SBDC Director; to include other work as required.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Assist the TriTech Director to develop, monitor and expand services and programs of the TriTech Small Business Development Center (SBDC).
2. Responsible for developing and distributing TriTech SBDC marketing materials and publications, including but not limited to, brochures, newsletters, and media advertising. Implement advertising schedule for local publications and track brochures and media advertising progress. Monitor progress of outreach marketing by consultants.
3. Responsible for assisting the TriTech Director to administering training, developing new training programs and training calendars, enhancing existing programs, and working with program partners.
4. Work closely with the Technical Business Advisors and guide them to ensure quality consulting and economic impact and develop best practices. Provide technical advice and assistance to SBDC clients concerning loan applications, business plans, marketing plans, employment regulations, developing funding presentations, and other business related topics.
5. Assist with the coordination of the activities and placement of consultants, trainers, volunteers, interns, and other staff and program partners. Coordinate communication and activities with business, industry, District personnel, trainers, government officials, faculty, and the public over the telephone and in person. Establish and maintains staff and public relations.
6. Assure accuracy of all client records and forms, as stipulated in federal and local guidelines. Responsible for coordinating and compiling quarterly reports as required. Prepares and maintains a variety of records, lists and files related to department operations and activities, including budget and financial records.
7. Coordinates the work of staff, trainers, consultants, interns, and volunteers assigned to the TriTech SBDC. Provide educational opportunities on matters related to the TriTech SBDC's operation and delivery of services. Coordinates staff training and orientation program. Logs payroll time sheets and maintains records of training hours and absences of full-time, hourly, trainers, classified staff and students.
8. Make public presentations to various groups and organizations in the absence of TriTech Director; attend meetings and conferences to promote the TriTech SBDC and activities. Assist the TriTech Director to maintain effective relationships with representatives of public and private agencies. Acts as liaison between students, staff, Dean, community members, business leaders and trainers, and composes correspondence on a variety of departmental matters.
9. Responsible for maintaining TriTech SBDC facilities, and secures facilities for training as needed. Prepare requisitions and work orders for equipment repairs. Inventory office equipment, and other TriTech SBDC assets.
10. Assists in developing new grant projects and works to build collaborative relationships with local economic and business development agencies.

11. Participates in District-provided in-service training programs.
12. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
13. Performs other duties, related to the position, as assigned.

EDUCATION: College graduate with a minimum of a bachelor's degree related to technology, business management, economics or related field; or have two years of education and two years of experience in providing services in a small business development center operation or business consulting service which included marketing to businesses and monitoring business client services are required. Master's degree in business or public administration is preferred.

EXPERIENCE: Four years of responsible clerical work, including two years in a secretarial capacity and/or working with a business development center are required.

LICENSES/CERTIFICATIONS: Must possess a valid California driver's license.

KNOWLEDGE OF: Small business principles and procedures; telephone etiquette; basic accounting and bookkeeping techniques; general business practices; basic public relation and marketing principals. Applicant must possess knowledge software programs such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, and Publisher); Email marketing software, budget, accounting, and payroll systems.

ABILITY TO: Effectively communicate in English both verbal and written, use a computer, including Microsoft Word, Excel and PowerPoint; interpret and explain rules and policies; prepare and edit reports and other materials; compose letters independently; interview and communicate effectively with officials, trainers, business leaders, employees, students, and the community; compile and maintain accurate and complete records and reports; keyboard at a speed of not less than 50 net words per minute; establish and maintain effective relationships with others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, administrators, contractors, consultants, staff, city and government officials.

WORKING CONDITIONS: Normal office environment.