

POSITION VACANCY

May 20, 2015

Name of Position:	Small Business Center Director
Applications accepted through:	June 5, 2015 or until filled
Effective date of employment:	July 1, 2015
Length of employment:	Full-time
Salary range:	\$35,342 - \$53,013

Position Requirements:

Bachelor's degree in Entrepreneurship, Business Administration, Accounting, Finance, or another business discipline, coupled with a minimum of five years of successful business experience in an ownership or executive management capacity required. Excellent communication skills required. Commitment to providing an exceptional client experience required. Demonstrated ability to interact and communicate effectively with diverse clientele required. Understanding and committing to the Small Business Center Network's mission of supporting the local entrepreneurial environment required. Proven ability to multi-task while maintaining attention to detail is required. Past experience with the SBCN or SBTDC is preferred.

Valid NC Driver's License required; must be insurable on WCC auto insurance policy.

Position Duties:

The Director of the Small Business Center administers all Small Business Center activities. This includes developing relationships with the business community; maintaining a positive relationship with key community partners; identifying the current and upcoming needs of prospective and existing small business owners; initiates appropriate training, counseling, referrals, and activities to meet those needs. The Director promotes and markets the Small Business Center, administers an intensive schedule of entrepreneurial seminar programming, maintains an accessible resource library for client use, and provides technical business training in a confidential and professional manner. The Director also supervises contract instructors, administrative support staff, and is responsible for maintaining an advisory board consisting of members of the business community. This position requires day, evening and weekend hours as required to administer programming. Position is contingent on continued funding.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

***INSTITUTION:** Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.*

***APPLICATIONS:** Submit an original Wayne Community College [employment application](#) and all support materials, including copies of transcripts of all post-secondary studies to **Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002**. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.*