

Sul Ross State University
Position Description

Official Title: Training Coordinator **Job Code:** 3221 **Salary Group:** Unclassified (3)

Summary

Function:

Scope:

Duties

Essential: Provides overall coordination for training programs and provides advising to existing and prospective entrepreneurs in developing business plans, marketing, record keeping and accounting, financing, management, software, etc.; works closely with the SBDC Business Advisors and Director to ensure the efficient and effective use of the SBDC advising staff in training activities; assists the Director with report preparation; maintains training information in the NeoSerra computer system; conducts training seminars throughout the region; provides brochure preparation; some evening and weekend work may be required; must work and take initiative without close supervision; perform other duties as assigned. 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: Reports to the Director of the Small Business Development Center.

Given:

Education

Required: Associate's degree, preferably in business-related field.

Preferred: Bachelors degree.

Experience

Required: Minimum of two years successful business experience, banking, consultation or business training in management and technical skills.

Preferred: Experience with SBA loan programs.

Equipment/Skills

Required: Working knowledge of small business operations; able to communicate effectively with public, colleagues, and government officials; must possess good skills in working with PC's, particularly word processing, spreadsheets and windows.

Preferred: Fluency in Spanish.

Working Conditions

Usual: Extensive travel may be required, including some overnight stays and some out of state travel; exempt from overtime provisions. Current driver's license and driving record acceptable to the University must be maintained as a condition of employment. Position is Security Sensitive.

Special:

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

Date revised: February 2016