

Sul Ross State University Position Description

Official Title: Training Coordinator/Program Support Specialist **Job Code:** 3903

Salary Group: Unclassified 4

Summary

Function:

Scope:

Duties

Essential: Performs tasks requiring skill in keyboarding and computer usage; may type correspondence, forms, statistical reports, texts, manuscripts, or proposals; composes routine correspondence and compiles reports. Maintains various records and filing systems, handles and maintains confidential information. Serves as receptionist and makes travel arrangements. May assist with preparation of programs or publications and maintains inventory. In charge of social media, website and all other outreach platforms.

Provides overall coordination for training programs. 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. Three years of secretarial experience or combination of experience and/or training, Keyboarding 50 wpm; standard office machines; computer skills.

Preferred: Bachelors degree.

Experience

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

Preferred: Experience with SBA loan programs and QuickBooks.

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 and some in region travel may be required; 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: December 10, 2020

Starting Salary per 2018 Cooperative Agreement. Base salary \$42,000.