

## **Position Description**

**Position Title:** SBDC Assistant

**Department/Unit:** SBDC ( Small Business Development Center)

**Classification:** Student Employment

**Status (exempt or non-exempt):** non-exempt

**Rate of Pay:** \$16.17per hour

**Reports To:** Kelliane Parker, Assistant Director SBDC

**Hours per week:** up to 20 hours

**Term:** Winter/Spring 2024-2025

## **MUST BE AN OCCC STUDENT - FEDERAL WORK STUDY ELIGIBLE**

### **POSITION SUMMARY**

The SBDC (Small Business Development Center) is looking for administrative support at the Newport Campus.

The SBDC's main mission is to provide no cost advising to anyone interested in opening a business as well as supporting existing businesses in Lincoln County. Our secondary objective is to deliver education that helps with areas such as business startups, operations, licensing, business finance and marketing.

### **DUTIES & RESPONSIBILITIES**

- Welcome visitors with a positive greeting and directing them as needed
- Provide outreach via email and phone calls to clients for confirmations of appointments and/or class attendance
- Printing and collate materials for SBDC classes
- Organizing and inventorying office supplies
- Setting up classrooms for planned events and various activities

*The list of essential functions is intended to be representative of the tasks performed by this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

### **QUALIFICATIONS:**

- Federal Work Study (FWS) eligible
- Communicate in a patient and easy-to-understand manner
- Maintain a positive and supportive attitude
- Computer skills; comfortable using Microsoft Office
- Must pass a criminal background check.
- A second language is helpful (Spanish) but is not required

### **HOW TO APPLY**

Students will need a cover letter, 3 personal/professional references (required) for the application.

Contact Human Resources if you need assistance and/or an accommodation to aid your participation in our hiring process. If you have questions regarding this, please contact Human Resources at 541-867-8515.

- **Notice of Affirmative Action Policy-** It is the policy of Oregon Coast Community College not to discriminate on the basis of race, color, sex, sexual orientation, gender identity, marital status, religion, national origin, age, disability, veteran status, or family relationship (ORS 659.340), in admission and access to, or treatment in, employment, educational programs, or activity as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act, Americans with Disabilities Act, the Civil Rights Act of 1991, and their implementing regulations.