



## MESALANDS COMMUNITY COLLEGE

### Position Announcement

<b>POSITION:</b>	<b>DIRECTOR OF THE SMALL BUSINESS DEVELOPMENT CENTER</b>
<b>FULL-TIME/PART-TIME:</b>	<b>Full Time</b>
<b>FLSA EXEMPT POSITION:</b>	<b>Yes</b>
<b>POSTED:</b>	<b>10/07/2021</b>
<b>START DATE:</b>	<b>Negotiable</b>
<b>LOCATION:</b>	<b>On campus.</b>

#### **Summary:**

Mesalands Community College is seeking a full-time faculty Director of the Small Business Development Center. The Director of the Small Business Development Center is responsible for all aspects of leadership and management of their center, including reviewing and maintain the allocated budget; ensuring compliance with all applicable laws, circulars and policies. The Director of the Small Business Development Center is expected to ensure their center aligns with the Statewide Business Plan, actively collaborate and partner with SBA Resource Partners and regional partners as approved by the Executive State Director (ESD). The Director of the Small Business Development Center is responsible for developing and maintaining strong relationships with their institution leadership and local legislators. The Director of the Small Business Development Center is responsible for providing counseling, training, and assistance to clients, small business owners, entrepreneurs or would-be entrepreneurs who request assistance in the service area of Mesalands Community College and other areas as requested. The Director of the Small Business Development Center organizes and administers the operations of the SBDC while promoting creation of new small businesses, and assistance to existing small businesses while adhering to the goals of the New Mexico Small Business Development Center network, which operates in partnership with the U.S. Small Business Administration (SBA) and the State of New Mexico. Employees have competitive salaries, excellent benefits and potential for growth.

#### **Duties:**

Responsibilities-Functions Experience to organize, plan and direct the daily activities of a department or organization. Advanced knowledge to develop, manage and implement departmental processes and procedures to meet vision, mission, and goals of the organization.

- Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Able to provide leadership that encourages employee productivity and efficiency.
- Advanced experience developing both short- and long-term strategies that meet business needs.
- Ability to lead committees and tasks forces to improve service and quality.
- Develop and maintain constructive and cooperative working relationships with individuals of diverse backgrounds, both internally/externally, within and outside of the organization, with

representatives of the community, employee, and public interest groups to meet the business needs.

- Excellent interpersonal skills that are demonstrated by being articulate, direct, and forthright, and serving as a collaborative and decisive team member and a strategic thinker with a broad perspective.
- Ability make clear consistent transparent decisions, acts with integrity in all decision making and distinguishes relevant from irrelevant information making timely decisions.
- Demonstrated organizational skills in planning, directing, and prioritizing multiple and complex assignments and projects.
- Ability to manage multiple matters simultaneously and to respond to rapidly shifting priorities or challenging situations.
- Knowledge and experience of forecasting and managing the budget.
- Ability to maintain confidentiality and has high ethical standards.
- Strong verbal and written communication skills, with the ability to present and communicate with multiple levels in a diverse, multi-cultural community.
- Strong knowledge and experience in providing effective customer service.

### **Qualifications:**

#### **Minimum Qualifications: The successful candidate must meet the following criteria:**

Master's degree plus two (2) years of business work related experience or Bachelor's degree plus four (4) years of business work related experience. Must be able to provide prospective and existing small businesspersons and entities with counseling; training and specialized services concerning the formation, financing, management and operation of small businesses. Must demonstrate proven leadership and an understanding of issues impacting small business owners. A valid driver's license is required. Must be able to communicate effectively and demonstrate knowledge and skills in a variety of business functions. Must excel with regard to strategic thinking/problem solving. Software and computer proficiency: MS Software

#### **Preferred Qualifications:**

Experience working with the SBDC and functional knowledge of the mission of the SBDC preferred. Knowledge of workforce and economic development community impact preferred.

#### **Language skills:**

Strong verbal, written, and interpersonal skills a must. Ability to read and interpret texts related to the discipline; documents such as safety rules, operating and maintenance instructions; and procedure manuals. Ability to write required reports and correspondence, and memos. Ability to effectively present information to individuals and groups of students and others from within Mesalands Community College and out in the community.

#### **Mathematical skills:**

Ability to perform basic mathematical functions.

#### **Reasoning ability:**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

**Technology skills:**

Computer Competency: Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, and Internet.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds, depending on the discipline area.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment from low to high. Job performed indoors in a classroom and studio environment with adult students.

**About Mesalands Community College:**

Mesalands Community College is in Tucumcari, New Mexico nestled among the beautiful mesas of eastern New Mexico on Interstate 40 between Albuquerque, NM and Amarillo, TX and along historic Route 66. Outdoor opportunities abound with lakes, hiking, and mountains. MCC is ranked in the top 2.9% of all community colleges in the US, 11<sup>th</sup> most affordable community college in the US, and 2<sup>nd</sup> best community college in New Mexico. Historic Tucumcari is a small, affordable town with mid last century accents, top ranked local restaurants, and a small town friendly charm. Mesalands is a small comprehensive community college where everyone works as a team for student success and access and is a residential institution attracting, not only local students, but students from across the nation and abroad. MCC is home of the North American Wind Training and Research Center, the Center for Innovation for Renewable Energy (wind, solar, and stored energy), the wind energy training program is ranked in the top 3 in the nation, the agricultural programs are ranked in the top 10 in the nation, a vibrant paleontology program hosts the Mesalands Dinosaur Museum of finds from local digs. In addition to a range of associate of arts degrees, ideal for transfer, MCC offers numerous occupational/technical associate of applied science degrees in a wide range of areas including cowboy arts, silversmithing, agribusiness, Farrier, and ranch sciences embrace the southwestern culture. MCC is home of nationally ranked athletics in both golf and rodeo. MCC is a proud Hispanic Serving and Rural Serving Institution, a member of *Excelencia in Education*, *Hispanic Association of Colleges and Universities*, and a leader in student success and access through guided pathways.

**Closing Date:** The position is open until filled with first review of applications on **October 22, 2021**

**To Apply:**

Applicants must submit: 1) a cover letter; 2) a resume; 3) a completed Mesalands Community College Employment Application (at link below); 4) unofficial copies of College transcripts. References and former employers will be contacted Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed.

Use the following link to complete the Mesalands Community College Employment Application.

| <https://www.mesalands.edu/wp-content/uploads/2012/01/Employment-Application1.pdf>

**Non-Discrimination Statement:**

Mesalands Community College (MCC) is committed to creating and sustaining a community that celebrates individual differences and diversity. We are dedicated to improving access to equal opportunities to all persons. MCC is dedicated to eliminating discrimination and prohibits discrimination against any person based upon their race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, childbirth, condition related to pregnancy or childbirth, physical or mental disability, serious medical condition, or veteran status in violation of the law, in its educational programs, activities or employment.