



4301 Third Street • Tillamook Oregon 97141

Position Opening Notice

SBDC Office Support Specialist

Organizational Relationship

Reports to the Small Business Development Center (SBDC) Director

General Statement

This position provides secretarial and administrative support to the SBDC Director at TBCC and other center team members as directed for a wide-ranging group of programs. **Confidentiality of client information is critical.**

Term of Employment

Annual: position July 1 – June 30. Position is 30 hours per week.

Leave in accordance with current TBCC Policy 312 and corresponding regulations.

Major Areas of Responsibility

- I. Administrative Assistant Support
- II. Reception
- III. SBDC Clients/Workshops/Programming

Specific Responsibilities

Administrative Assistant Support

- Prepare various documents and correspondence, perform filing, photocopying, compilation and collation of documents and/or resource materials.
- Research information as requested by Director.
- Handle incoming /outgoing mail processing and sorting.
- Prepare check requests and purchase orders as appropriate with accounting.
- Take and prepare minutes of all advisory committee/team meetings of SBDC with knowledge of any Open Meeting requirements. Prepare meeting agendas and packets. Facilitate meeting reminders. Arrange for refreshments if required.
- Order office supplies as needed; maintain office equipment.
- Other duties as assigned.

Reception

- Greet clients, students, and visitors either in-person, by phone, or by email; answer basic questions and refer to other appropriate staff members of SBDC.
- Schedule appointments for Director and business advisors as needed and maintain master calendar for the Center.
- Maintain lobby brochure/materials displays.

SBDC Clients, Workshops, Programming

- Follow all guidelines and protocols established by OSBDCN and funding partners to ensure audits, site reviews and ASBDC accreditation standards are met or exceeded.
- Organize and coordinate workshops, meetings and events for the SBDC including dates, times, and locations.
- Work with college personnel/outside agencies to make sure all events are correctly scheduled, facilitated and reported.
- Produce and coordinate associated public relations activities such as press releases, flyers, brochures and social media according to OSBDCN standards.
- Provide registration and evaluation forms for all workshops.
- Coordinate setup of facilities with necessary equipment, tables, and chairs; arrange for refreshments if required.
- Conduct interviews to obtain client information as needed for contract reporting. Assess client needs, provide initial information to clients and suggest appropriate avenues to solve problems including referral to a SBDC business counselor. Provide verbal and written information regarding variety of business issues/topics, department services, college and other services available to assist business clients. If appropriate, refer clients to other sources outside the SBDC.
- Research, collect, and analyze information in response to questions by clients or as requested by SBDC business counselors.
- Accurately input information into OSBDCN database (Center IC) for reporting purposes; check for and resolve errors in database; compile required statistical data according to instruction for state and federal reporting requirements. Verify contractor invoices against the database. Use Center IC functions for surveys and special reports.
- Maintain databases for special grant programs such as the Capital Access Team (CAT), PROTO and any other special purpose funding received by the SBDC. Prepare invoices as directed
- Assist the Director with the development of new programs. Create record keeping systems, help ensure that procedures follow college and grant requirements.
- Represent the Small Business Development Center and college at community events and meetings as requested.
- Attend team meetings and professional development as directed.

Required Qualifications

- Associate's degree in Business-related or Administrative/Office Management or related field or equivalent experience.
- Two years' experience working in or managing an office setting, working with the public.
- Proficiency in the use of computers, Microsoft Office, Outlook, and Excel and in-house computer software.

- Ability to work with a variety of people and changing circumstances, prioritize tasks with minimal direction, compose and prepare a variety of business memos, reports, and correspondence.
- Demonstrate strong interpersonal skills
- Effective oral and written communication skills.
- Ability to work individually and with a team.

Preferred Qualifications:

- Proficiency with Facebook marketing.

Application Information

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to:

patryan@tillamookbaycc.edu

Applications may also be mailed to:
Tillamook Bay Community College
Attn. Human Resources
4301 Third Street
Tillamook, OR, 97141

To print application go to <http://tillamookbaycc.edu/tbcc-employment-opportunities/> and choose the staff application packet. Application cannot be filled out on-line.

Candidate selected for hire must provide official academic transcripts.

Position Open until filled

First review of applications: June 28, 2018

Compensation and Position Availability

This is a 30 hour per week position. Salary is \$25,791-\$27,361/annual, depending on experience. Excellent benefits in accordance with Board Policy.