



Position Open Notice
SBDC Program Director
Full-time
Thatcher, Arizona

College and Area Information:

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Position Summary and Organizational Relationship:

The SBDC Program Director position reports to the Chief Government Relations Officer, and will launch, grow, and sustain small businesses in Graham, Greenlee, and Gila counties. This is an important role that requires excellent business management skills, and the ability to nurture and develop entrepreneurship. This position acts as an ambassador to the business community.

Required Qualifications:

Required qualifications to effectively perform job. An equivalent combination of education, training, and experience will be considered.

- Bachelor's degree in business or an equivalent combination of education and experience relevant to small business operations including direct experience in small business operations.
- Must have over five to ten years of business experience, including management experience.
- Must maintain a valid, current driver's license.
- Self-starter who works well under moderate supervision and with close co-worker relationships.

Preferred Qualifications:

- Master's degree in business administration or a closely related field or, an equivalent combination of education and experience directly related to the responsibilities listed.
- Previous teaching experience.
- Small business ownership or management experience.
- Experience with QuickBooks.
- Business Analyst certification.

Essential Functions:

- Supports the vision, mission, purposes and values of the college.
- Effectively conveys important information to their staff and fosters trust and openness to seek to understand their staff needs.
- Intentionally mentors direct reports to ensure they understand expectations and have the tools to accomplish their jobs. Sets the example of Hungry, Humble, and Smart.
- Makes decisions that are in keeping with policy, alignment with their budget, and that demonstrate good judgment for the better good of EAC.
- Follows up on assignments without being prompted or reminded, meets deadlines, and is creative in new project ideas.
- Supervises staff on various college campuses, providing them with resources and direction, training, evaluation of performance, and opportunities for personal development. Provides input in hiring and firing of part-time staff.
- Coordinate the Center's services between EAC's business programs and faculty, the Arizona Small Business Development Center Network Office, and the Small Business Administration.
- Demonstrate and utilize up-to-date knowledge of small business practices, procedures, and administration to anticipate and creatively solve problems and capitalize on opportunities.
- Gather and analyze data to monitor the success of businesses and the program.
- Liaise and communicate with college and state SBDC leadership as necessary.

- Organize classes, seminars, and workshops about various small business topics such as pre-venture, development, financing, and operations.
- Perform outreach and organize events to involve the community and the college in the program.
- Provide information, education, counseling, and other resources to customers.
- Provide technical services and information including market research, computer software application uses, and analysis and interpretation of financial statements.
- Regularly travel throughout a three-county area and a Native American Reservation and to state meetings.
- Serve as the Coordinator of a Small Business Development Center in a rural setting.
- Work closely with public and private sector organizations to further the interests and success of small business.
- Complete administrative and clerical work as needed.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

May be representative, but not all-inclusive, of those knowledge, skills, and abilities commonly associated with the job.

- Proficient in using Microsoft Office 365 including Outlook, Word, and Excel, PowerPoint, Publisher, and Adobe Acrobat electronic communication and information tools and general office equipment with good typing and data entry skills.
- Strong business mindset.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Ability to handle sensitive information and maintain confidentiality.
- Ability to manage a team of business professionals in dispersed locations.
- Ability to involve the community in program initiatives.
- Ability to interact effectively with public and private sector organizations.
- Proficient in Microsoft and other general office equipment.
- Organized thinker with exceptional attention to detail.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- An understanding of and commitment to community college philosophy.
- Strong interpersonal skills in working with the public, providing customer service, successfully resolving customer issues in an efficient and effective manner.

Physical Abilities:

Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.
- Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
- Regular attendance is a necessary and essential function.
- Work is performed in an office environment.
- Subject to standing, walking, sitting for extended periods of time; bending, reaching above the shoulders and horizontally to retrieve files and supplies; kneeling and occasional lifting of objects up to 15 pounds.

Working Environment:

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Work is performed in an office environment under general office conditions.
- Exposed to moderate noise levels.

Application Information:

Applicants should send a resume, a letter of application addressing each of the required qualifications and describing experience related to the position responsibilities, a vita, transcripts (if copies are sent, official transcripts must be on file prior to the date of hire), and a signed copy of the EAC application form, available on EAC's website ([EAC Application Form](#)). Application materials can be emailed to careers@eac.edu or mailed to the address listed below:

Eastern Arizona College
Human Resources – SS 209
615 N. Stadium Avenue
Thatcher, AZ 85552-0769

The submission of all required application materials for the screening committee's review is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.

Closing Date:

The position is **open until filled**. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation range is **\$65,499 - \$70,177.50**. The anticipated position start date is as soon as practical once the successful candidate is identified.

Questions:

Human Resources Department

Voice: (928) 428-8915

FAX: (928) 428-2576

E-mail: Careers@eac.edu

EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities.

Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at <https://eac.edu/student-life/campus-safety.php>. Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus). A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.