

BUSINESS SERVICES COORDINATOR

CLASS SUMMARY

Under direction, plans, budgets, implements and coordinates assigned business services and entrepreneurship programs including the assignment of projects and tasks to staff, and the direction of projects and program activities; oversees the daily operations of assigned programs and services.

REPRESENTATIVE DUTIES

Plans, budgets, coordinates, directs and implements a comprehensive business/entrepreneurship program, including gratis and fee-based seminars, workshops, technical training, and counseling; oversees schedule development and selection based on evaluations, surveys, financial results and current trends; directs and coordinates production, printing and distribution of marketing materials; schedules and budgets for on and off campus facilities usage; directs the registration and collection of fees; prepares materials; invites and coordinates interviews and otherwise screens program proposals leading to negotiations and agreements; maintains dialogue with presenters, counselors and the entrepreneurial community regarding program offerings, both in terms of expansion or deletion; prepares reports about marketing strategies, participation profiles, budgeting, effectiveness and public relations; assists in the evaluation of clients, students, presenters and counselors, and assists in making admission and hiring recommendations; prepares and maintains all agreements and other contracts with clients, presenters, counselors, etc.; manages budgets and accounts, and develops data collection instruments through the use of specialized software programs; provides feedback to presenters and counselors with regard to enrollment and student evaluations; maintains a high public relations and community relations profile that promotes the program.

ORGANIZATIONAL RELATIONSHIPS

This class reports to an assigned manager and directly oversees the daily operation of assigned program. The incumbent is responsible for task assignment within the office and works with all presenters, counselors and other personnel, and relates to the public directly.

BUSINESS SERVICES COORDINATOR (continued)

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of relevant training, education and experience equivalent to a Bachelors degree or an Associate of Arts degree and two years of experience involving public contact, coordination or community relations and accounting/budget responsibilities.

Knowledge and Abilities

Good Knowledge of: business services program models designed to meet the needs of the entrepreneurial community; program tracking and monitoring systems; oral and written communication techniques; organizational procedures; accounting and budgeting procedures; record systems; word processing, databases and spreadsheets.

Ability to: plan and organize business training programs effectively; prepare a program budget; maintain effective liaison with administrative personnel, faculty, tenants, presenters, counselors, students and the entrepreneurial community; compile information and data for reports using sophisticated software; develop promotional materials; maintain accurate schedules and records using MS office and other software; work independently and responsibly; coordinate staff.

License: valid California Motor Vehicle Operator's license with a driving record that meets minimum standards established by the district's insurance carrier.