



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR OF THE BAY AREA ENTREPRENEUR CENTER

A Classified Supervisory Position (Exempt Status)
Grade 192E – Salary Schedule 35

A. General Statement

Reporting to the Dean of Business, Education, and Professional Programs the Director of the Bay Area Entrepreneur Center (BAEC) is responsible for the development, leadership, management, and evaluation of the Bay Area Entrepreneur Center (an off-site center) at Skyline College. This position is responsible for establishing, implementing, and overseeing a north county regional small business center that supports job growth and initiatives for the community. The Director provides both administrative and academic leadership for small business and entrepreneurship programming in the Bay region. The Director is responsible for the overall support and supervision of the entire staff of the Bay Area Entrepreneur Center. The position will serve as the in-region contact, working with the region's colleges, employers, locally elected officials, city managers, Chambers of Commerce, and community-based organizations to enhance local economic development through entrepreneurship in North San Mateo County. This position collaborates with the Dean of Strategic Partnerships and Workforce Development, Dean of Business Education and Professional Programs, faculty and staff of academic programs and services to create alignment around and delivery on entrepreneur workforce training and career pathways. This position calls for organizational skills that enable the performance of duties in a timely manner, with attention to detail, and the ability to work with a high level of autonomy.

The Director performs professional work involved with directing, managing, overseeing, planning, coordinating, implementing, and evaluating a complete off-site college center. This position is responsible for directing the work of other faculty and staff and maintaining effective partnerships and working relationships with locally elected officials, funding agencies, governmental jurisdictions and agencies, other educational institutions, community organizations and business representatives. Public contact is extensive and involves outside agency and organization representatives, staff, students and the general public for the purpose of exchanging policy, technical and procedural information. A high degree of independent judgment and creativity are required to resolve a variety of minor and major problems that arise. Consequences of errors in judgment can be costly in employee and staff time, public relations and money. The Director can direct the work of professional, paraprofessional, faculty, clerical, student and volunteer staff as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Collaborate with the Vice President of Administrative Services and SMCCCD facilities manager to oversee the infrastructure requirements of the offsite facility (facility management, lease management, operational utilities and maintenance)
2. Coordinate program activities with Business, Education and Professional Programs, Science, Math, and Technology and Strategic Partnerships and Workforce Development Divisions for entrepreneurship programs and services as integrated with on campus programs and services
3. Develop, coordinate, and lead entrepreneur internship opportunities for Skyline College students
4. Oversee the community-based location for the extension of appropriate programs of instruction, community-based events, staff meetings, seminars, workshops, vocational training programs, and community resources
5. Create and deliver workshops to large and small groups in support of entrepreneurship education and initiatives
6. Develop and assess the student learning outcomes for student internship and cooperative education experiences with BAEC
7. Provide entrepreneurship counseling to students, community members, and small business owners
8. Develop business development programs and services
9. Recruit BAEC clients/residents for member under-contract occupancy – developing follow up strategies in order to maintain and expand occupancy and service delivery
10. Develop and maintain guidelines and structure for the operation of the BAEC for small business clients/residents, including client roles, orientation manual, and tenant agreements
11. Lead the development, preparation, and submission of grant proposals
12. Perform additional duties required to achieve project objectives and activities and meet grant requirements
13. Perform data inquiries on the internet to access information and small business databases as applicable
14. Chair and provide staff support to the BAEC advisory group comprised of representatives from faculty, business, government, other educational institutions and the community
15. Serve as a member of the Management Leadership Team
16. Maintain an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations
17. Prepare grant reports as needed for the CCCCCO and SMCCCD
18. Conduct labor market research and consult with industry and faculty to develop new curriculum within the region and articulation with K-12 and community colleges
19. Research and evaluate new industry practices/program and course proposals on an ongoing basis to identify new industry-oriented opportunities to complement course offerings in response to industry, academic, and community needs
20. Facilitate, align, and conduct activities with community government leaders, business and industry to create opportunities to meet the needs of underserved communities that lead to effective practices and outcome-based program and workforce development
21. Determine entrepreneur staffing needs for ongoing department operations and various programs; hiring, training, and supervising permanent, short term, and student assistant staff and faculty as needed with seasonal fluctuation, securing necessary Board approval
22. Coordinate activities with other District and regional centers, including the CITD and Small Business Development Centers
23. Develop, plan, and administer the departmental budget to ensure a self-supporting budget
24. Develop, coordinate, and facilitate a program advisory committee to successfully develop courses and/or programs in entrepreneurship
25. Manage the Bay Area Entrepreneur Center website and social media platforms on an ongoing basis and supervising staff update of content

26. Exchange information with staff, students, business representatives, other educational institutions, funding and governmental agencies, community organizations and the general public regarding college project policy, partnerships, grants and other funding resources, project goals and outcomes, program review, and strategic planning
27. Drive a motor vehicle to attend off-site meetings and workshops and participate in other activities to present and obtain current information
28. Make presentations to small and large groups as needed
29. Research, compile data for, format, compose, and prepare statistical, financial, demographic and other special and regular reports, grant applications, narratives, presentations, surveys, needs assessments and other materials
30. Interview clients and project partners to conduct needs assessments and determine appropriate project services
31. Use a variety of computer software to design and prepare correspondence, reports, budget studies, track and review financial and other data, publicity materials and other written materials
32. Set up and maintain electronic and manual file systems
33. Perform other duties as assigned

C. Requirements

1. Bachelor's degree from an accredited institution OR an equivalent combination of education and experience
2. Successful work experience of increasing responsibility that has included program planning, assessment, implementation, and evaluation, budget planning and reporting, research, and data analysis
3. Demonstrated skill in written and oral communication, including public speaking
4. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff
5. Skill in the use of a variety of software to create spreadsheets, reports, correspondence, and other written materials
6. Skill in training and directing the work of others
7. Experience with the organization and implementation of various complex office procedures and forms
8. Possession of a valid California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-site locations

D. Physical/Other Requirements

This classification requires attention to details; oral and written communication; data interpretation, comparison and analysis; visual acuity and comparison; tact, patience, confidentiality and sensitivity; public speaking to small and large groups; manual dexterity; good listening and memory; driving a motor vehicle to off-site locations; coordination of the work of others; persuasive communication; negotiation; work under deadline pressure; adaptability and flexibility in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of the resources available to the specific population served by the project
2. Knowledge of the policies, procedures, regulations and laws pertaining to the specific project or program services
3. Skill in respectful, sensitive communication with people who are diverse in their cultures, language groups and abilities
4. Skill in strategic planning, project coordination, and evaluation

5. Skill in oral communication, including public speaking and giving clear and concise instructions
6. Skill in written communication
7. Skill in training and leading the work of others
8. Skill in organizing data, setting up, tracking, and maintaining data in electronic and manual files
9. Ability to coordinate, anticipate, and resolve workload issues and problems
10. Ability to work effectively as part of customer service team

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