Small Business Coordinator  
(Business & Entrepreneurial Services)

This position reports directly to the Campus Director and indirectly to the District BIS Coordinator and is assigned responsibilities involving the establishment and maintenance of relations with business and industry within Kiamichi Technology Centers District as well as assisting prospective small business owners, small business owners and employers to explore funding and informational resources that meet their needs. The Small Business Coordinator will strive to be an active participant in educational and professional growth, to the welfare of the school system and to be public, civic, and professionally affiliated.

**DUTIES & RESPONSIBILITIES:** (Revised/Adopted: 03/10/2009)

Duties & responsibilities are not all inclusive but may include the following:

- Responsible for the development and instruction of Small Business Management services.
- Provide consulting services to area small businesses to include analysis that will minimize start-up challenges.
- Actively seek input from advisory committees, focus groups and/or business/civic leaders to ensure that services are based on business and industry needs.
- Obtain and maintain BIS certification from the ODCTE.
- Responsible for the oversight, accurate and timely submission of program enrollment data to the district office, ODCTE and other entities.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- In cooperation with the District BIS Coordinator, work to align course offerings and curriculum of short term instruction and full-time day instruction.
- Assume other duties, assignments and responsibilities as necessary to accomplish the strategic goals of the district.

Incumbents in this position should possess the ability to effectively present information and respond to questions from district staff, business/civic leaders, and the general public. The ability to read, analyze, and interpret general business periodicals and professional journals is required. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

**Education and Experience:** Minimum requirements consist of a Bachelor’s Degree in the area of Business Administration, education, public administration or an equivalent combination of experience substituting 2 years of work experience for 1 year of college and three (3) years experience supervising, managing and/or owning a business or industry.

**SPECIAL REQUIREMENTS:** Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.