

THE COLLEGE

Hartnell College is one of the oldest educational institutions in California. It was originally established in 1920 as Salinas Junior College and was renamed in 1948 after William Edward Petty Hartnell, who founded the first school in this region in 1834. The main campus, located in Salinas, was developed in 1936 and remains as the valued cultural and educational center of the Salinas Valley.

Hartnell offers the first and second year of a baccalaureate program, and awards the associate of arts/sciences degrees and certificates of proficiency. The College has transfer agreements with many California State University and University of California Campuses that guarantee admission for Hartnell Students who have completed the two-year requirements.

THE POSITION

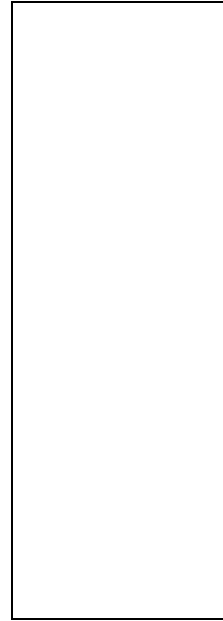
Under the administrative direction of the Associate Vice President for Career and Economic Development, responsible for the coordination and supervision of activities of the Business Assistance Center; provides in-depth consulting services and formal and informal training to current and prospective local/regional small business owners with regard to business management practices; facilitates regional business creation, retention, and expansion; interacts with Federal, State, and local governmental economic development agencies; and does related work, as required.

For more information, or to request required application packet, visit our website, call or write:

**HUMAN RESOURCES &
EQUAL EMPLOYMENT OPPORTUNITY**
411 CENTRAL AVENUE
SALINAS, CALIFORNIA 93901
(831) 755-6706 FAX: (831) 755-6937
work@hartnell.edu
www.hartnell.edu/hr

Application available on-line!

*Hartnell College
Human Resources & Equal Employment Opportunity
411 Central Avenue
Salinas, CA 93901*



**HARTNELL
COLLEGE**

Employment Opportunity

**DIRECTOR
BUSINESS ASSISTANCE
CENTER**

Application Deadline: Open Until Filled
Priority screening date: March 5, 2009

REPRESENTATIVE DUTIES

- Coordinate the development and delivery of programs and services designed to assist area current and future businesses, owners, and workforces to be successful.
- Constantly evaluate the business assistance needs of the region and implement new programs and/or changes to existing programs, as necessary.
- Participate in activities of other components of Hartnell College, as feasible and appropriate.
- Administer or oversee the successful implementation, service delivery, and timely reporting of related grants and contracts from the Chancellor's Office of the California Community Colleges, participating cities, and other entities that have provided grants, contracts, and/or awards in support of the Business Assistance Center.
- Meet with current and/or prospective local/regional small business owners to provide:
 - general counseling regarding business management practices,
 - specific technical assistance in planning and/or marketing and/or financing, and
 - training, educational, mentoring, and related services to assist current and prospective business owners to achieve their business objectives.
- Provide additional services to business owners and other cohorts supported by grants and contracts to the Center, such as services directed to youth as part of the Youth Entrepreneurship Program, services directed at the development of a trained and qualified workforce, workplace training, services in conjunction with our area Workforce Investment Board and various Industry Advisory Committees, for example.
- Market Center programs by making presentations to local and regional business and civic groups and organizations.
- Maintain network of resource business assistance organizations, business professionals, and economic development agencies.
- Develop speeches for presentations and/or articles for publication, as necessary.
- Facilitate creations of systems and sites for delivery of Center services; facilitates creation of business seminar series offerings.
- Prepare and monitor program budgets.
- Prepare and/or oversee preparation of reports for the California Community College Chancellor's Office (CCCCO), and other granting or contracting entities, as necessary.
- Administer Center client records and operational systems to assure audit readiness.
- Orient, train, assign, supervise, coordinate, and monitor work performed by staff; plan and coordinate staff in-service activities for professional and personal growth.
- Monitor contract compliance of independent contractor consultants retained by the District to provide specific services.
- Interpret, apply, communicate, and explain pertinent laws and/or District and/or external agency business and/or other regulations, policies, and procedures, as appropriate.

- Participates in various District and community committees as required.
- Establish and maintain effective and positive relationships with faculty and staff.
- Work collaboratively with Hartnell College departments.
- Operate a computer, assigned software & other equip.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS*

- ◆ Must be sensitive to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.
- ◆ A Bachelor's degree or higher in any subject (business related coursework or Master's degree desirable).
- ◆ Five years experience in business consulting, business management, business mentoring, providing workshops and training services, or related program management at a community college, community-based organization or in private industry.
- ◆ Master's degree, desired.

** Meeting the minimum and/or desired qualifications does not assure any candidate an interview.*

CONDITIONS OF EMPLOYMENT

Regular, full time, classified management position. Salary range: \$78,707 - \$92,143 annually (placement dependent upon relevant experience). District-assisted health and welfare coverage for employee and dependents includes medical, dental, and vision. Life, accident, and income protection insurance premiums are available for the employee only. The District participates in contributions to the appropriate retirement system.

All offers of employment are contingent upon approval by the Board of Trustees, receipt of official transcripts verifying the degree stipulated under the minimum qualifications section, employment verification, and any other pertinent documentation.

APPLICATION PROCEDURE

All applicants **must** provide the following items in order to be considered in the initial screening:

- 1) A Hartnell College Application for Academic or Administrative Positions.
- 2) A cover letter, which describes education and work experience related to the qualifications for this position.
- 3) A resume.
- 4) College and University transcripts (copies acceptable at the time of application).

ONLY MATERIALS REQUESTED WILL BE FORWARDED TO SELECTION COMMITTEE.

It is the applicant's responsibility to be sure that all required materials are in the Human Resources office by 4:30 p.m. on the filing deadline. Submit all application materials together. Applicants submitting incomplete application packets cannot be considered.

All documents included in your application file become the property of the college and will not be returned. Your file for this opening will not be considered for future openings.

EQUAL OPPORTUNITIES

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process.