



Trinity Valley Community College
Job Description
Coordinator, Small Business Development Center

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Serve as the Coordinator for the Small Business Development Center (SBDC).

REPORTS TO:

Director, Small Business Development Center

SUPERVISES:

none

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High school diploma

PREFERRED:

Associate degree in related field

EXPERIENCE REQUIRED:

Two (2) years of experience in budgeting/general accounting, processing bill payments, and forecasting disbursements against budget balances.

PREFERRED:

One (1) year of grant accounting with experience in computer-based research services.

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- | | |
|--|--------------------------------------|
| • Typing/Data Entry | • Time management |
| • Computer software proficiency – Microsoft Office | • Organization |
| • Operating equipment – office or otherwise | • Operational Systems and procedures |
| • Written and oral communication | • Budget and accounting principles |
| • Interpersonal and/or customer service skills | • Administrative practices |
| • Public Speaking/Presenting | • Advertising/Marketing practices |
| • Bookkeeping | |
| • Basic Math | |
| • Leadership/ Management | |
| • Attention to detail | |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.



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RESPONSIBILITIES:

- Coordinate and maintain client files and records related to annual SBA and SBDC audits.
- Answer questions and coordinate SBDC services, arrange for clients to come to the office or follow-up by business advisors.
- Process reports from the data management system.
- Research business issues by utilizing computer-based research services.
- Take on tasks as needed to meet the goals of the SBDC organization and potential clients.
- Represent SBDC in discussions with financial supervisors.
- Maintain confidentiality regarding potential and current SBDC clients.
- Assist the business advisors and director in creating coherent documents and presentations, including using raw data.
- Travel to Dallas or other locations twice per year for training or other administrative duties.
- Coordinate office management, mail, office supplies, staff resources and facility needs.
- Maintain sufficient copies of handouts for clients.
- Learn new software as needed.
- Process bills for payment, checking for available funds.
- Update accounting and budget reports as necessary.
- Format a financial statements.
- Participate in semi-annual financial audits by Dallas/North Texas SBDC Financial Officer.
- Assist with TVCC administrative reporting.
- Responsible for executing and planning promotions of SBDC special events.
- Represent Trinity Valley SBDC office in tenancy issues with landlord.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- | | |
|-------------------------------------|-----------------------------|
| • Standard office equipment | • Copier |
| • Personal computer and peripherals | • Fax machine |
| • Calculator | • Adobe Software |
| • Multi-line phone system | • Microsoft Office Software |

PHYSICAL DEMANDS:

- Requires: General Office Environment

MENTAL DEMANDS:

- Emotional control under stress 25% of the time
- Frequent interruptions more than 25% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.



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Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 04/01/2022

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1246
DBM:	B	Travel Required:	<5%
IPDEDS CODE:	11-9039	Employment Status:	Full-Time
Salary Range:	165	Length:	12 Months
FUND:	200	TRS POS. CODE	01

All TVCC positions are security sensitive and require a criminal background check.