

## *Position Announcement*

### **ASSOCIATE DIRECTOR** **Lead Small Business Development Center**

**JOB 628**

**Starting Salary Range: \$5,000-\$6,600 per month plus benefits**

#### **California State University Fullerton**

- Established 1957, CSU Fullerton is part of the 23-campus CSU system
- A nationally ranked university with over 30,000 students

#### **Auxiliary Services Corporation**

- Incorporated in 1959 as a not-for-profit organization to support the educational mission of the University
- Operates commercial activities on campus such as Titan Shops and Campus Dining.
- Administers over \$20 million per year in contracts and grants received by the University
- Supports research services and numerous outreach programs.

#### **To Apply:**

Submit a cover letter, resume, application and 3 professional references to Auxiliary Services Corporation.

You may email your resume to [grusso@fullerton.edu](mailto:grusso@fullerton.edu)

Application forms can be obtained from the Auxiliary Services Corporation website at [www.csufasc.org](http://www.csufasc.org). View under "All Forms" and select page 2. Application will not be saved. Print out a copy and fax or scan.

**Mail resume & application to:**  
**CSUF ASC**  
**Human Resources**  
**2600 Nutwood Ave.**  
**Fullerton, CA**  
**92831-3137**

**Fax resume & application to:**  
**657-278-1187**

*CSUF Auxiliary Services Corporation is an equal opportunity employer*

Employment for this position is with Auxiliary Services Corporation. ASC is a non-profit company and is not a State employer.

#### **Summary of Duties:**

The Associate Director will manage the day to day operations of the department and perform various functions for the Regional SBDC Network. The Associate Director will report directly to the Regional Director of the Santa Ana Region SBDC Network. He or she will work independently regarding routine and standard matters. The Associate Director will supervise assigned staff and assists in providing policy and guidance to the directors and staff of the SBDCs within Santa Ana Region SBDC Network.

#### **Summary of Responsibilities:**

The Associate Director will lead the development of the SBDC Network operating plan; update and implement changes to the SBDC Network operating plan, including SBDC Policies and Procedures Manual.

The Associate Director will manage the region-wide Web-CATS database and address the training needs of staff; develop, implement and report on client surveys; assist with planning and developing goals and objectives.

In addition, the Associate Director will ensure Network compliance with SBDC/SBA and Auxiliary Services Corp. policies and procedures; provide information to US Small Business Administration (SBA) as appropriate; oversee the preparation of necessary reports and information; develop annual region wide grant proposal including all budgets, narratives and milestones; conduct on-site reviews to monitor services, facilitate information and resources sharing; assist fiscal representatives of Santa Ana Region SBDC Network to ensure accurate fiscal reporting and compliance; review and administer network budget.

The Associate Director will assist Regional Director with accreditation and strategic planning and implementation; plans, organize and schedule meetings and in-service activities; assist public and private sector organizations in providing services to region wide network including: planning, organization, implementation, management, and evaluation procedures; disseminate information to centers and promote Santa Ana SBDC through public presentations and published articles; write and monitor federal, state and other grants.

The Associate Director will maintain liaisons with outside organizations; make presentations to federal/state legislatures; serve on outside committees or boards of partners and organizations; supervise assigned staff; performs related duties as assigned.

#### **Minimum Qualifications:**

**Education:** Bachelor's degree from an accredited, post-secondary institution or the equivalent in business management, administration or a technical field is preferred.

**Experience:** Minimum 3-5 years Federal/State/County Government Grant funded Program and or Budget Management experience. Government Accounting experience desirable. Operational planning; surveying resources and reporting; change management/process management and improvement; intergovernmental relations; statewide policies; federal and state regulations, design and management of budgets, grant proposal writing, and personnel management. Knowledge of WebCATS software helpful.

***This is a full-time, fully-benefited position funded through a Cooperative Agreement between the CSU Fullerton Auxiliary Services Corporation (ASC) and the U.S. Small Business Administration (SBA). Continuation in this position is contingent upon satisfactory performance and annual SBA contract renewal.***

**Application Deadline: June 30, 2010 at 5:00p.m.**