**Director of Upson Campus and Coordinator of**

**Small Business Entrepreneurship Centers and**

**Culinary Entrepreneurship Insitute.**

**MULTIPLE CAMPUS LOCATIONS**

**(FULL TIME)**

**MINIMUM QUALIFICATIONS**

Bachelor’s degree \*and\* Five (5) years of work-related experience.

**PREFERRED QUALIFICATIONS**

Master’s degree \*and\* Seven (7) years of work-related experience in business management with emphasis in organizational development or leadership.

**JOB SUMMARY**

The Director of Upson Campus and Coordinator of Small Business Centers and Culinary Entrepreneurship Institute will assist the Vice President of Institutional Advancement in managing campus operations and initiatives and advising on policy, procedures, and operational issues. This position will be responsible for directing the college's campus operations and outreach in Upson County. Additionally, this position will provide leadership in the day-to-day operations of the Small Business Entrepreneurship Centers (Butts, Henry, Spalding, and Upson) and Culinary Entrepreneurship Institute (Spalding County).

**RESPONSIBILITIES**

* Promote the Upson County Campus in the community;
* Serve on various external and internal boards and committees as needed;
* Highly visible in community and promote College throughout service area;
* Manage the development of publications for campus;
* Review relevant data to identify trends and recommend actions;
* Assist community leaders in the recruitment of new businesses and the expansion of existing businesses within the service area;
* Assist with the design and execution of special events, projects and activities;
* Conduct regular evaluation of services provided and make adjustments as needed;
* Maintain knowledge and serve as liaison for the divisions of Academic Affairs, Administrative Services, Adult Education, Economic Development and Student Affairs and provide updates to management on services, operations, and projects for the Upson County Campus.
* Maintain updates for policies and procedures, and state or federal laws that may impact department initiatives;
* Improve non-traditional program enrollment and adhere to and monitor all Perkins related activities;
* Collaborate with other departments and divisions to achieve goals;
* Work with team to ensure successful audits and reviews, and monitor the activities of personnel to ensure compliance with system policy manual and department procedures;
* Supervise and evaluate employees at required specified intervals;
* Manage the operations of the Small Business Entrepreneurship Centers and Culinary Entrepreneurship Insitutute including identifying teaching faculty, scheduling day, evening, and weekend workshops, revenue generation, corporate sponsorships, and fundraising.
* Review operations for efficiency and compliance with applicable regulations and standards;
* Other duties as assigned.

**COMPETENCIES**

* Skill in organization and project management.
* Knowledge of college philosophy and objectives as they relate to performance.
* Skill in interpersonal relations and effective problem-solving methods.
* Knowledge of personnel management practices, budget and accounting practices, assessment and issues and trends in higher education.
* Ability to work with staff and faculty in integrating effective assessment practices.
* Ability to break larger tasks into manageable smaller tasks;
* Skill in the operation of computers and job-related software programs;
* Skill in oral and written communication;
* Ability to engage the external community
* Knowledge of best practices for revenue generation, and fundraising, and development of entrepreneurs
* Ability to provide leadership in high-pressure situations;
* Skill in effective decision making and problem solving;
* Skill in analyzing data and situations for accurate assessment;
* Ability to work with staff and faculty in integrating effective assessment practices;
* Ability to supervise, advise, and mentor staff

**Salary:**

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

**Special Notes:**

* All applicants must complete an online application and provide a resume, unofficial transcripts, and cover letter. Official transcripts are required upon employment.
* Only candidates scheduled for an interview will be notified of the status of the position.
* It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.
* Federal law requires ID and eligibility verification prior to employment.
* All male U.S. citizens and male aliens living in the U.S. who are ages 18 through 25 are required to register for the military draft and must present proof of Selective Service Registration upon employment.
* Applicants who need special assistance may request assistance by phoning (770) 229-3454.

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