

Director, Women's Business Center
Alcorn State University

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Posted Aug. 14, 2024, set to expire May 10, 2025

Job Title	Director, Women's Business Center
Department	University Compliance
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Aug. 14, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Affairs
Job Website	https://jobopps.alcorn.edu/postings/7283

Apply By Email

Job Description

Job Summary

The incumbent provides training, business incubation and technical assistance to targeted communities for economic and social empowerment through a focus on entrepreneurship, asset building, social responsibility, and civic engagement. Strong organizational, interpersonal, writing and speaking skills, and the ability to communicate effectively within a university environment are required.

Knowledge Skills and Abilities

- Knowledge of Small Business Administration programs, funding programs, and resources.
- Knowledge of best practices, tools, and strategies for business sustainability, scalability, management, operational efficiency, financing, and marketing.
- Knowledge of the preparation and analysis of financial statements and the production of accurate business pro-formas and budgets.

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- Knowledge of database management and basic computer systems.
- Excellent communication skills, verbal, written, and interpersonal.
- Excellent organizational, leadership, training, and administrative skills.
- Strong problem-solving skills
- Ability to work independently in a time-sensitive environment is required.
- Ability work with individuals from a variety of backgrounds, including victims of sexual assault, domestic violence, or other types of traumas is required.
- Ability to oversee and manage caseload in a manner that ensures the prompt, effective, and equitable conclusion of such matters is required.
- Ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

Essential Job Functions

- Lead day to day operations and programmatic efforts.
- Develop and devise relevant and appropriate educational, networking and mentoring opportunities needed to help women entrepreneurs, minority, and underserved business owners be successful.
- Provides support via mentoring, internships, networking and learning opportunities to student entrepreneurs at the community high schools.
- Serves as a representative of the Women's Business Center and develop and maintain relationships with SBA and other key agencies and stakeholders.
- Drives marketing strategy for the Women's Business Center, including advertising and public relations, networking and media exposure, with support from Alcorn State University.
- Collaborates with the Women's Business Center Board of Directors to ensure relevance to the business community, financial support and feasibility.
- Counsels and assist Women's Business Center clients.
- Provides entrepreneurship and business management training and skills to support women entrepreneurs, minority, and underserved business owners.
- Coordinates marketing efforts to effectively identify, attract and recruit new participants to the Women's Business Center.
- Provides budgetary oversight.
- Collaborates with the appropriate administrative offices at Alcorn State University Office of Sponsored Programs to ensure timely budgets and administrative reporting are developed and maintained, in line with federal and university policies.
- Engages in efforts to support the long-term financial sustainability of the WBC, such as the preparation and submission of grant and funding applications in coordination with Alcorn State University.

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- Ensures the maintenance of data collection efforts.

Qualifications

- Five (5) years' industry experience.
- Experience with grants (applying for and managing) is highly desirable.
- Entrepreneurial experience in start-up businesses and/or strong entrepreneurial knowledge. and management skills in small-and-growth businesses are highly desirable.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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