

Job Title	Administrative Coordinator
PVN ID	BA-2109-004234
Category	Clerical/Office Services
Location	BARUCH COLLEGE
Department	Baruch Small Business Development Center
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Nov 09, 2021 (Or Until Filled)

General Description

This position provides administrative support to the Small Business Development Center at the Baruch College campus, and works as part of a team that serves small businesses, non-profits and faith based entities throughout the region.

Other Duties

Administrative Coordinators will coordinate schedules and set intake and or follow up appointments for advisors and coordinate workshop and webinars. Basic business assistance program eligibility will be communicated to interested parties. Required forms and documents will be sent via email to businesses who are scheduled to meet with business advisors for assistance.

Administrative Coordinators will assist business advisors to maintain the SBDC Management Quality System (MQS) as needed and will maintain other assistance program databases as required by assistance programs. Administrative Coordinator will assist in document management and communication to business applicants when needed.

Content, news, information, trainings will be developed, scheduled and advertised on social media platforms. Information will be sent to small business community via Constant Contact and Eventbrite.

Qualifications

Experience: The position requires no less than 3 year's experience in private sector business or related public technical assistance environment.

Education: The position requires a minimum of 3 years related administrative work experience. Those pursuing their undergraduate degree are welcome to apply.