

<b>Job Title</b>	Small Business Development Project Manager
<b>PVN ID</b>	QC-2312-006041
<b>Category</b>	Managerial and Professional
<b>Location</b>	QUEENS COLLEGE
<b>Department</b>	Dean of Social Sciences
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,890.00 - \$84,890.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 09, 2024 (Or Until Filled)

## General Description

The Small Business Project is a Queens College (QC) initiative aimed at expanding internship experiences and enhancing career readiness across curricula while supporting the small business community in Queens. The School of Business has received generous financial support from Congresswoman Grace Meng, New York's senior member of the House Appropriations Committee, to collaborate with the college's Small Business Development Center (SBDC). The collaboration's goals include strengthening partnerships between the QC School of Business and startups and small business partners located in the 6th Congressional District of New York, encompassing diverse neighborhoods such as Auburndale, Bayside, East Elmhurst, Elmhurst, Flushing, Forest Hills, Glendale, Kew Gardens, Maspeth, Middle Village, Murray Hill, and Rego Park.

Reporting to the Dean of the School of Social Sciences and Business, the Small Business Development Project Manager will ensure the program's success by expanding the network of startup and small business partners located in the 6th Congressional District that provide internship opportunities for Queens College students. The project manager will identify and coordinate student interns to ensure that QC interns add value to the small businesses where they intern, coordinate stipend allocation, and support student training for successful careers as entrepreneurs. The Small Business Development Project Manager will work closely with the staff members of the Small Business Development Center and the faculty members of Queens College Business School to expand the college's curriculum within the small business management certificate program and offer workshops and networking events focused on small businesses and entrepreneurship.

This is an in-person position, renewable for three years.

## Other Duties

### ***Internship Acquisition and Management:***

- Small Business Engagement: partner with SBDC and actively reach out to small businesses, securing

internship opportunities and creating a bridge between academic learning and practical experience.

- Serve as the direct contact for small business partners regarding internship placements.
- Internship Program Coordination: Oversee the assignment of students to internships, ensuring valuable business exposure, assessment, and quality control.
- Manage the stipend allocation and payment to the student interns.
- Manage contract payments to the Small Business Partners.
- Collect data on success of interns in helping small businesses.

### ***Student Entrepreneurship Support:***

- Create skill-based workshops and professional training for small business student interns and small business partners.
- Business Idea Development: Mentor students in transforming entrepreneurial concepts into operational businesses, providing insight from inception to growth.
- Entrepreneurial Skill Integration: Collaborate with QC faculty to incorporate entrepreneurship skills into the curriculum, equipping students for the challenges of business ownership.
- Lead data collection efforts assessing student participation in internships and experiential learning.
- Coordinate with administrators, faculty, SBDC, and small business partners to provide feedback on industry trends.
- Maintain student records, monitor progress and attendance, and perform record-keeping activities.
- Provide reports to the School of Business administration regarding the success of internship placements and trends in relevant businesses.
- Travel locally to meet with business contacts, with expenses covered by the School of Business.
- Abide by all applicable executive orders, federal, state, and local laws, rules, and regulations, as well as university policies and procedures related to adjunct faculty and general campus employment.

## **Qualifications**

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- Minimum of a bachelor's degree in a relevant field from a regionally accredited institution, with a preference for or familiarity with business/entrepreneurship fields **AND**
- Minimum of 2 years of professional experience in higher education, human resources, internship management, career/workforce development, or corporate recruiting **AND**
- Comfortable with reaching out and developing new employer leads for the program **AND**
- Strong written and oral communication skills; demonstrated ability to communicate effectively with students, employers, colleagues, academic administrators, and faculty **AND**
- Demonstrated ability to handle multiple priorities, manage large amounts of data, and organize effectively **AND**
- Demonstrated initiative and ability to work effectively in groups and independently **AND**
- General technical proficiency, including data entry, records management, and report generation.