

Vacancy Announcement System (VAS)

Date: October 29, 2008 Department: Small Business Development & Management Institute
 SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: November 28, 2009 Date position to be filled: Until Filled

Position Title: Program Coordinator

Salary (annual): _____ or Salary Range: \$40,000 to \$42,000

Please check all categories that apply to this position:

Status

- Part-time

% of time
 Full-time

Faculty Position

- Temporary
 Tenure
 Tenure Track (Probationary)
 Grant
 Contract

Unclassified Position

- Administrative
 Temporary
 Permanent
 Grant
 Contract

Classified Position

- Probationary
 Job Appointment
 Provisional Appointment

Contact Person: Dr. Igwe Udeh, Dean Telephone No: 504-286-5330/5462

Contact Email Address: iudeh@suno.edu

Contact e-mail address is for: Human Resources utilization only Posting to VAS website

Brief job description [Maximum 5 lines @ 500 characters (including spaces) per line]:

The SBDMI Program Coordinator will be responsible for maintaining compliance for SUNO's Workforce initiatives, including, but not limited to daily inputting, monitoring trainings, all reporting—external and internal, as well as new grant development and in attracting and cultivating partnerships. The Coordinator will participate in local and regional activities within the SUNO community and Greater New Orleans community to enhance the visibility of the SBDMI. The Coordinator will also perform other duties assigned by the Director of the SBDMI.

Minimal qualifications [Maximum 4 lines @ 450 characters (including spaces) per line]:

Qualifications required: A bachelor's degree with significant course work in business or business management experience in small business. Minimum 5 years or more of office management, administration, and a history of successful participation in grants-writing and implementation. Excellent oral and written communications skills.

Remarks [Maximum 3 lines @ 300 characters (including spaces) per line]:

All qualified applicants must submit a letter of interest, a current resume, three letters of reference and transcripts.

Apply To:

Dr. I. E. Udeh, Dean
College of Business & Public Administration
Southern University at New Orleans
6801 Press Drive, Bldg. #36
New Orleans, LA 70126

AN EQUAL OPPORTUNITY EMPLOYER