

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

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

Application Deadline: November 28, 2008 Date position to be filled: Until Filled

Position Title: Director

Salary (annual): _____ or Salary Range: \$45,000 to \$50,000

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 Director's major functions are office management, staff supervision, hands-on delivery of services to clients, budget administration, grants and contract administration, as well as experience in successful grant writing and grant implementation; development of work plans for SBDMI and its personnel. Director will participate in local and regional activities within the SUNO community and the Greater New Orleans community at large to enhance the visibility of the SBDMI. The Director is also expected to attract additional funding resources and partnerships to enhance the capabilities of the SBDMI. Additional duties may be assigned by the Dean of the College of Business and Public Administration.

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 and a history of successful participation in grants-writing and implementation. 10 or more years experience in managing and operating a non-profit community based organization. Experience in implementation of customer service training initiatives. Knowledgeable in the certification process of MBE's, WEB's and DBA's. Knowledgeable in certification of the National NxLevel Training Program. 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 of college work.

Apply To:

Dr. Igwe 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