

Personnel Vacancy Notice

Title: Alumni Services Education Specialist, 10,000 Small Businesses

Department: Adult & Continuing Education

Location: LaGuardia Community College

Issue Date: Wednesday, October 05, 2011

PVN Number: RMP-932

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General Description:

Goldman Sachs 10,000 Small Businesses at LaGuardia Community College is part of a \$500 million investment to help small businesses in the United States create jobs and economic growth by providing entrepreneurs with a practical business education, access to capital and business support services. The program is based on the broadly held view of leading experts that greater access to this combination of education, capital and support services best addresses barriers to growth. 10,000 Small Businesses is funded by Goldman Sachs and The Goldman Sachs Foundation.

Those business owners selected to participate in this intensive 3-4 month program will receive rigorous training on business fundamentals through a curriculum delivered by LaGuardia Community College in collaboration with some of the nation's top business schools and tailored to the practical needs of small firms. By the time business owners graduate from the program, they will have formulated their growth plans and be on track to expand and develop their businesses.

LaGuardia Community College has made the Goldman Sachs 10,000 Small Businesses initiative a significant program in its Adult and Continuing Education ("ACE") division. The resources of the entire division have been committed to making the program a success. The ACE staff has worked hard to develop the key components of the program. The College is now seeking individuals to launch, lead, manage and continuously improve the program to ensure that it is meeting the small business needs of the New York City community.

Duties:

The Alumni Services Education Specialist under the direction of the Education Services Director will work collaboratively to develop, implement, and manage educational alumni programs and events to Alumni of the 10,000 Small Businesses program. Responsible for coordinating alumni programming and events both on and offsite including alumni weekend and evening clinics; generate performance metrics to measure outputs and outcomes from the program; collect relevant information and perform analysis to identify areas for program improvement, and related administrative tasks as assigned.

The successful candidate will have strong analytical, planning, and communication skills, a minimum of three years in alumni services, teaching adults, and have experience working with small businesses or have owned a small business.

Salary: \$65,000 - \$70,000



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Core Competencies/Qualifications for Alumni Services Education Specialist:

- Bachelor's degree required in business or education. Master's degree preferred.
- A minimum of three (3) years alumni services, teaching or training experience in an adult and higher education or corporate setting
- Experience with alumni services and curriculum development
- Experience working with small businesses or have owned a small business
- Ability to develop and oversee quality assurance measures to ensure program effectiveness
- Strong analytic, planning and communication competencies
- Knowledge of best practices in adult education is a plus

APPLY NOW

Visit http://www.rfcuny.org/hr/pvn/cgi-bin/show_job.asp?pvn=RMP-932.

Position will remain open until 12/5/2011 or until filled.

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