

Administrative Assistant - Small Business Development
Center
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=256809>

Downloaded On: May. 9, 2025 10:36pm

Posted May 9, 2025, set to expire May 20, 2025

Job Title	Administrative Assistant - Small Business Development Center
Department	Small Business Development Center
Institution	Central Oregon Community College Bend, Oregon
Date Posted	May 9, 2025
Application Deadline	05/20/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services Administrative Support/Services
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Position Number: B27PD

Starting Wage/Salary: \$22.07 - \$22.96 / hour plus exceptional benefits

Close Date: 05/20/2025

Primary Purpose:

The Administrative Assistant is responsible for the daily office operations of the Small Business Development Center. Primary duties include acting as first point of contact for people inquiring about SBDC services, office management; serving clients via phone, online or in-person; scheduling advisors; program coordination; workshop scheduling and registrations; event support; marketing and PR; and reporting.

Essential Duties and Responsibilities:

Advising Services:

- Screen and track advising clients; coordinate referrals and requests for information, as appropriate.
- Manage advising functions, including assessing client needs, managing the advising appointment schedule, and assigning clients to SBDC advisors.

Communications and Events:

- Coordinate and send the local SBDC quarterly e-newsletter. This includes gathering and writing content, and doing layout.
- Develop media releases, bulk emails, and other online communication materials.
- Create content and manage the COCC SBDC website and social media channels.
- Coordinate and plan SBDC events, workshops, and classes. This includes registration, classroom and facility reservations/scheduling, support materials, contact coordination, and developing marketing materials.

Tracking and Reporting:

- Manage state database of local clients including electronic files, surveys, and evaluations.
- Assist in state network reports and general report preparation.
- Develop class database information including CRNs and instructor agreements. Organize the SBDC content for quarterly Community Learning schedule.

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General Functions:

- Manage financial transactions including the collection of class registration fees, deposits, and credit card management.
- Provide back up to the Administrative Assistant - CBIPD when needed.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Possess strong customer service, communication and organization skills.
- Ability to maintain a positive and professional attitude while dealing with the public.
- Demonstrated ability to plan, organize, prioritize and execute multiple tasks efficiently and effectively.
- Demonstrated ability to problem solve and work independently.
- Possess effective interpersonal skills with a demonstrated ability to work closely on a team.
- Possess effective verbal communication and writing skills.
- Possess organizational skills with attention to detail and accuracy.
- Ability to demonstrate skills across a variety of web-based and software applications.
- Ability to operate a client management database.
- Ability to work in various software programs including MS Word, MS Excel, MS PowerPoint, MS Publisher, Constant Contact, Filemaker Pro, Banner.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.
- Ability to demonstrate essential job functions outlined above.

Minimum Requirements:

Education

- Associates Degree.

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Experience

- Two years of comprehensive office experience, employing effective skills in organization, budgeting, interpersonal communication, and computer-based technology.

Preferred Qualifications:

Education:

- Bachelors degree.

Experience:

- SBDC Experience.
- Bi-lingual in English/Spanish.

To apply, visit <https://jobs.cocc.edu/postings/11257>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

Small Business Development Center
Central Oregon Community College

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