

POSITION INFORMATION

Position Title	Part-Time Business Counselor (MS Small Business Development Center)
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Non-Exempt
Number of Months	12
Position Classification	Professional Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	To Be Determined

FOR ADDITIONAL INFORMATION

Contact	Ronald Westbrook
Contact Title	Director of the ECCC Small Business Development Center
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6297
Email	rwestbrook@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

- Bachelors of Science Degree in Business or Accounting with a minimum of ten (10) years business ownership.
- Demonstrated ability to work with individuals of diverse backgrounds and different levels of academic preparation;
- Possess computer application skills to include, but not limited to, word processing, spreadsheets and Internet; and
- Effective oral and written communication skills.

Preferred Qualifications

MBA Degree with three to five (3-5) years in a business management position.

General Statement of the Function

ECCC Small Business Development Center's primary goal is to assist entrepreneurs in starting and developing sustainable business ventures. Must have a good understanding of business functions and business financials.

Duties and Responsibilities

- Responsible for providing direct assistance to potential/existing small and medium size small business owners and entrepreneurs interested in exploring and starting small business;
- Counsel and advise business clients on specific needs and formulate a plan of action;
- Review and research client's needs;
- Assist in developing and preparing business plans for loan applications packages;
- Maintain records and client files;
- Provide assistance to clients as it relates to areas of concerns; and
- Identify needs and available resources.

APPLICATION DETAILS

Application Deadline	Wednesday, April 14, 2021		
Internal Applications			N/A
External Applications	Thursday, April 1, 2021	-	Wednesday, April 14, 2021
Interviews Completed By	Friday, April 23, 2021		
Successful Candidate Notified	Wednesday, April 28, 2021		

WHERE TO APPLY

Submit all required applicant documents by mail/email to:

Julie Rowzee, Director of Human Resources

P. O. Box 129

Decatur, MS 39327

jrowzee@eccc.edu

REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC application form (Application form available for download at www.eccc.edu/employment).
3. Up-to-date transcripts for all college work (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.

THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Dr. Teresa Mackey, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, tmackey@eccc.edu. Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, rllee@eccc.edu.

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