



American Samoa Community College
Small Business Development Center
EMPLOYMENT OPPORTUNITY

Position Title: Small Business Development Center (SBDC) Network State Director for American Samoa (AS)

Employment Status: Full Time 12 months (Two Years Contract with Benefits)

General Description:

The SBDC Network State Director of American Samoa will serve as the authority to administer SBDC program in the United States Territory of American Samoa. The SBDC is located as part of the American Samoa Community College extension programs and the incumbent will report directly to the President of ASCC. The Network State Director will supervise the daily operations and system programs to clients, oversees development, management of guidelines, rules, regulations and policy of SBA programs and service.

Responsibilities and Duties:

- Oversee the State/Territory wide strategic plan development and deployment;
- Provide needs-based services and professional development for the American Samoa SBDC;
- Possess strong coaching skills for utilization to all stakeholders and clients;
- Be knowledgeable and willing to actively manage client, stakeholder relationships and market;
- Manage marketing and promotional activities which includes: 1. ensuring American Samoa Community College (ASCC); 2. Small Business Administration (SBA) and SBDC branding is well recognized and represents a quality organization;
- Measure, analyze and maintain performance metrics in accordance with SBA and SBDC's agreed upon milestones and measures;
- Manage SBDC scorecard performance;
- Ensure customer, stakeholder and market needs are understood and where possible measured;
- Ensure security and confidentiality of client information and efforts.
- Provide and manage the following SBDC services: Counseling, Business Training, Technology transfer, Research and Development, Succession Planning, Continuity Planning, Community assistance, Export assistance, Government contracting assistance, Regulatory compliance;
- Serve in institutional committees as designated by President as a leadership member,
- Oversee the planning, development and implementation of SBDC programs within the College and in the Territory of American Samoa,
- Supervise all SBDC staff and ensure governance in accordance with State and

- College policies;
- Oversee the budget and utilization of all program monies in compliance with program specifications.
 - Perform other related duties as required by President of College.

Minimum Qualifications:

- Possesses a Master's degree required in Business Administration, or related field(s). Doctor's degree strongly preferred;
- Five years to ten years of experience in business administration or similar or related experience. Military experience is a plus;
- Knowledge of federal, state and local business development issues;
- Knowledge managing federal grants, Office of Management and Budget (OMB) requirements, and/or negotiating agreements;
- Excellent communication, presentation skills, experience working in team environment;
- Proven experience in building and maintaining partnerships and working with diverse client base;
- Must be proficient with MS Office Suite software and Neoserra – client training and advising tracking.

Salary: Salary will be commensurate with degree and experience.
(\$ 45,000 + based on qualifications)

Application Deadline: Open Until Filled

Applications are available from American Samoa Community College, Human Resources Office www.amsamoa.edu/employmentopportunities or main office at 699-9155 Ext. 441/428/429 or email: ascchumanresources@amsamoa.edu.

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