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**SNOW  
COLLEGE**

OPEN POSITION:

**Assistant SBDC Director/Custom Fit  
Field Representative (Ephraim & Richfield)**



## About Our College

Snow College is a two-year public college. **In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges.** Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete a degree. With campuses located in Ephraim, Richfield, and online, students are able to complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training

certificates and diplomas including a few programs with bachelor's degrees. Snow is committed to the success and positive experience of every one of these students.

## Highlights

- Snow College won **2021 Best of State Awards** in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, and the Best of State Statue award in Education.
- Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.
- Low tuition, housing and fees make Snow College the most affordable and best valued college in Utah.

## Mission

***Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.***

## Roles of Snow College

Building upon a tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences, and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a wide variety of co-curricular activities, service organizations, service learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs



in select disciplines for the citizens of Central Utah.

## The Job

### Description:

Snow College is located in Ephraim, and Richfield Utah rural communities in Central Utah, approximately 120 and 150 miles respectively, south of Salt Lake City. There are multiple, year-round, outdoor recreational opportunities in nearby mountains and desert lands.

Snow College is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. Snow College is committed to providing an inclusive academic environment; individuals from underrepresented groups are strongly encouraged to apply.

The college reserves the right to delay the final selection or to end the search with notice to the applicants.

This position is a public service position housed at Snow College and working out of the Snow College Richfield Campus. The Assistant Director of the Small Business Development Center (SBDC)/Custom Fit Field Representative prioritizes providing business counseling and delivering programs to individuals, businesses, communities, and organizations, and other public agencies in the assigned service area, principally located in Sevier, Wayne and Piute counties. Specifically, this position is responsible for providing a comprehensive range of small business-based assistance to SBDC clients that includes one-to-one client advisement in business plan development, analysis, preparation, and structure of financial statements, providing start-up information to include assistance in automated and manual record keeping systems and in assisting clients with advertising, promotional functions, market surveys, and other related activities. Additional priorities include administering the Custom Fit and Short-Term Training resources to business clients, training customized to the business's unique needs; in collaboration with the SBDC Director take the lead to run the SBDC Snow College Women in Business, including the annual SBDC women in Business Conference, and be an active member of Snow Colleges Economic Development team. As a Snow College staff employee, you represent Snow College as an outward facing representative of the college to the business and community organizations throughout Snow College's service area. This position also interacts with the Snow College's Technical Education programs and faculty through collaboration to meet business and industry needs.

### Qualifications:

- Bachelor's degree in Business, Management, Finance, Entrepreneurship, Economics or related field.
- Two (2) – four (4) years' experience working in small businesses, or consulting with small businesses especially small businesses and start up business in rural communities.
- Strong web design and marketing proficiency
- Comfortable learning new technology and programs
- Ability to maintain a professional appearance
- Ability to keep confidences
- Experience with and commitment to networking with industry and prioritizing industry connections to the program

### Preferred Qualifications:

- Masters Degree in Business or a related field.
- Proficient in Microsoft Office, Project scheduling program, and data base management software.
- Self Starter and ability to work on your own as part of team and be a team player

### Major Responsibilities/Duties

Must be able to listen to small business owner's needs and be able to advise them on actions that need to be considered and be able to handle multiple tasks simultaneously and relate to all levels of the business

community.

- Assists SBDC clients with the preparation of a business plan.
- Do out reach for the Custom Fit Program by promoting to the businesses in the area.
- Must be able to prepare and make oral presentations to small and large groups.
- Develop and provide specific information, reports and/or special services as requested or required by the SBA/SBDC Administrators, the SBA Business Development Specialist, and the Director of the SBDC.
- Must be able to explain and interpret financial statements.
- Direct and advises entrepreneurs and business owners on matters involving the start-up or expansion of a small business.
- In collaboration with the SBDC Director plan, direct and organize orientation and training programs for SBDC and Custom fit clients.
- Provides counseling assistance in the preparation of loan packages, cash flow projections, and other financial statements.
- Prepares written reports documenting the status and progress of all SBDC clients assisted.
- Evaluates the client's level of expertise or the sophistication of the venture to determine whether the client will be serviced on a short-term or long-term basis.
- Maintains currency of all federal, state, and local government regulations pertaining to operating a business and provides updates to the SBDC staff.
- Compiles data from SBDC clients who have received assistance in order to make refinements and improvements and for promotional purposes.
- Establishes and maintains an up-to-date comprehensive network of professional contacts for referral purposes.
- Facilitate and grow the SBDC Women in Business activities
- Administer the Custom Fit program to customize trainings for businesses, disperse Custom Fit Training funds and report on all Custom Fit Work in the assigned service area.
- Administer the Short-Term Intensive Training (STIT) activities including fund disbursement and required reporting in the assigned service area.
- Participate in campus-wide committees and service to the campus and community at large
- Attend regional and state meetings and conferences as required.
- Other duties as assigned
- **Additional Information**
- Applications received by **11:59 PM \*December 26, 2023** will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administration.
- **Initial screening is based on the responses to the online submitted application, as well as your redacted resume and cover letter. Transcripts or any other submitted material will not be considered during initial screening.**

*Snow College is an Equal Opportunity/Affirmative Action employer and educator. The college strongly encourages individuals from underrepresented groups, women, veterans, and those with disabilities to apply.*

*With campuses in both Ephraim and Richfield, Snow College offers programs and courses that are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, non-traditional students who wish to start or complete a degree. Snow is committed to the success and positive experience of every one of these students.*

*Snow College is a two-year public college, and in January 2020, The Chronicle of Higher Education ranked Snow College #1 in the nation for student success in two-year colleges. Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.*

*The College was established in 1888; excellence continues to be the hallmark of all our work and activities. We are the preferred choice of approximately 6,000 students, with 600 students attending the Richfield campus, who want a small College experience filled with a variety of many different activities, events, and performances. With campuses located in Ephraim, Richfield, and online, students complete degrees in Associate of Arts, Science, or Applied Science with numerous specialized, short-term technical training certificates and diplomas including a few Bachelor's degrees. To learn more about Snow College, please visit our [website](#) or see our [job brochure](#) ([Download PDF reader](#)) ([Download PDF reader](#))*

Must be able to listen to small business owner's needs and be able to educate and suggest actions that need to be considered. The breadth of this job requires that multiple tasks are handled simultaneously that relate to all levels of the business community. Applicants must be comfortable driving distances up to 150 miles in various driving conditions to meet with business clients, provide trainings and facilitate meetings throughout the Six-County area.

Initial screening is based on the responses to the online submitted application, as well as your redacted resume, curriculum vitae (CV), or cover letter. Transcripts or any other submitted material will not be considered during initial screening.

Snow College offers benefits including medical, dental, vision, life and disability insurance, retirement, and more.

Below is an estimate of the benefits you would receive according to the salary listed in the example:

Salary:	Total Benefits (based on a family plan, including retirement, life insurance, FICA, disability etc.):
\$51,002	\$32,685

- To find out the most current information on benefits offered by Snow College to full-time employees, please visit our [benefit informational pages online](#).

\*Internal Posting

## Diversity & Inclusion

The Snow College administration, faculty, staff, and students, affirm our commitment to diversity and inclusion, and consider them essential elements of a vibrant learning community and integral to our institutional mission. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Snow College community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

### Snow College:

- Encourages and welcomes respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- Promotes equitable access to all in academics, leadership opportunities, and employment.
- Enhances opportunities by encouraging all to share their cultural experiences and identities, allowing others to learn from this exchange.
- Invites applicants and employees from all backgrounds to foster respect, understanding, awareness, pluralism, and cooperation in an increasingly complex, diverse, global society.

## Strategic Plan

This position is an important part of the College's [Strategic Plan](#).

## Living & Working in Sanpete County

Sanpete County: Manti-La Sal National Forest, Maple Canyon, museums, plays and other productions at the Eccles Center for Performing Arts, and more on the [Sanpete County Website](#).



# THANK YOU!

Thank you for your interest in Snow College!

Please apply at <https://www.schooljobs.com/careers/snowcollege>.

This position will remain open until filled, but applications received by 11:59 PM on December 26, 2023, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administrations.

If you have any questions regarding this position, please contact the HR Recruiting Specialist at [jobs@snow.edu](mailto:jobs@snow.edu) or [hr@snow.edu](mailto:hr@snow.edu).

