

HSU Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Training & Curriculum Manager
Location: In Northern CA, exact location negotiable; to be located in one of 18 SBDC offices.
Hours: Full Time, 12 months/year, Exempt
Salary: \$50,000 - \$80,000/year DOE
Project Name: Northern California Small Business Development Lead Center (Norcal SBDC)
Supervisor: SBDC Associate Director of Programs

GENERAL INFORMATION

The Norcal SBDC is part of Humboldt State University's Sponsored Programs Foundation. Headquarters are located on campus in Arcata, CA. The program serves the business community in 36 northern counties of California with non-credit education and consulting. Funding for these programs comes from the federal Small Business Administration (SBA), and the California Governor's Office of Economic Development (GO-Biz). Humboldt State University has hosted the SBDC program since January 2006.

The Training and Curriculum Manager is a newly created, full-time, exempt, 12-month position. The job offers a competitive benefits package including group health, dental, and vision. Schedule is 40 hours per week, Monday through Friday, with varied schedules/occasional weekend and evening hours. While continuation of this position is foreseen for years to come, all Norcal SBDC positions are contingent on continued federal and state funding. This is not a state or federal position.

POSITION SUMMARY

Under the general supervision of the SBDC Associate Director of Programs, the Training and Curriculum Manager is responsible for establishing and implementing a region-wide non-credit education and training plan that captures existing curriculums and includes new curriculums aligned with the needs of SBDC business clients. This position will catalog existing trainings, identify best practices, oversee the creation of new curriculum, and coordinate with 20+ SBDC centers and providers of services. The Training and Curriculum Manager will research and recommend to management a course of action for online webinars/trainings, and implement a region-wide online training solution. This position requires some travel throughout northern California. The ideal candidate will be self-motivated, resourceful, and have impeccable communication skills.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Communicate with SBDC Center Directors about center's training lineup on an ongoing basis.
- Assess current training calendar, topics and curriculums; identify best practices and top content where there are multiple trainings offered on the same topic.
- Review, update and maintain online catalog of curriculums, slide decks, training materials and training promotional materials. Facilitate centers' use of online catalog.
- Design, develop and train others on new curriculum; oversee contracted curriculum development.
- Review centers' training evaluations for feedback and ideas to incorporate in the future.
- Approve annual training plans submitted by each service center.
- Research existing non-credit online business training platforms; make recommendation to senior management and Center Directors as to a strategy for Norcal SBDC to enter market with success.

- Develop and deploy online training platform. Secure technology, curriculum, trainers, etc.; coordinate sign ups and promotions with regional and center websites.
- Evaluate corporate/branded trainings that are presented to the SBDC for subscription/purchase and make recommendations to management on resource allocation.
- Work with internal marketing team on promotion of key trainings throughout the region.
- Seek out and work with potential sponsors of multi-center regional training events and regional online training.
- Enters, modifies and maintains accurate training files and records.
- Researches and compiles data for statistical, financial and programmatic reports.
- Other tasks as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Understanding of adult learning styles.
- Experience developing and presenting non-credit educational materials.
- Experience using Microsoft Word, Excel, PowerPoint, Dropbox and Google Docs.
- Experience using Adobe Creative Suite, video software, HTML, Drupal, CSS, or JavaScript a plus.
- Strong project management, time management, and performance measurement skills.
- Ability to develop strong relationships and work with senior level executives.
- Very effective in written communications—technical, formal and informal.
- Strong verbal communications—one-on-one, in small groups, and as a presenter.

PREFERRED QUALIFICATIONS

Preference will be given to candidates who demonstrate the following:

- Prior experience working for an SBDC program.
- Prior experience working with webinar platform(s) for delivery of classes/trainings to an online audience. (Zoom, WebEx, etc.)
- Prior experience working with the small business community, economic development programs, and/or small business ownership.
- Prior experience working for an educational institution.

MINIMUM QUALIFICATIONS

- At least three years of experience teaching, creating/delivering educational materials, or working in marketing or a related field.
- A Bachelor's degree in education, communications, business or a closely related field; or an equivalent combination of training and experience.
- Must possess a valid California driver's license.
- Must be able and willing to travel overnight multiple times per year.

APPLICATION PROCEDURE

Qualified applicants should submit the following items via email to Chase Kerrigan at cck24@humboldt.edu

1. HSU application downloaded [here](#)
2. Cover letter
3. Résumé
4. Three professional reference contacts
5. [HSU SPF Employee Information Form for Applicants](#)

Application Review Date: February 15, 2019 (open until filled)

Humboldt State University Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form which can be [found here](#) or call the SPF Interim Compliance Support Coordinator at (707) 826-5159.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.