Western State Colorado University invites applications for the full time position of SBDC/ICEhouse Assistant Director. The position reports to the SBDC/ICEhouse Director and Vice President of Finance & Administration, with secondary reporting to the Colorado Office of Economic Development and International Trade

Responsibilities: The SBDC/ICEhouse Assistant Director is responsible for contributing to the development and implementation of the ICEhouse Innovation Center and West Central SBDC, along with its wide range of programs (small business consulting, training programs, startup accelerator, business incubator, and maker labs). This position will lead day-to-day operations of the facility, manage reporting for programs, and share fiscal responsibility for the SBDC. The Assistant Director will carry out all duties as assigned, working to support and promote SBDC and ICEhouse initiatives to Western State students and faculty, as well as the regional business community.

**Minimum Qualifications:** Demonstrated ability to manage day-to-day operations of a small business, nonprofit, project or program. Strong networking, interpersonal, and communication (written and oral) skills. Strong organization skills and attention to detail. Experience with financial management.

**Preferred Qualifications:** Experience working with small businesses, entrepreneurs, or nonprofits. Experience in small business development or personally owning/operating a commercial venture. Management experience.

**Compensation:** $40,000 per annum.Position is eligible for an excellent benefits package including shared contribution retirement and insurance plans.

**Application Procedure: Apply online at:**[**www.Western.edu/jobs**](http://www.Western.edu/jobs)**.** Required attachments for online application include letter of application, resume, and contact information for 3 references.

Contact the search committee chair with position specific questions: [gmcgowan@western.edu](mailto:gmcgowan@western.edu)

Review of applications will begin December 15, 2016 and will continue until a successful candidate is hired.

To learn more about Western State Colorado University visit our website at [www.Western.edu](http://www.Western.edu)