



UNCLASSIFIED

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed.

CHECK ONE: ☒ NEW POSITION ☐ EXISTING POSITION

**Part 1 - Items 1 through 12 to be completed by department head or Human Resources office.**

|                                                                                                                                                                                                         |  |                                              |                                                                 |                                                                                                           |                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>1. Agency Name</b><br>Kansas Department of Commerce                                                                                                                                                  |  | <b>9. Position #</b><br>K0246681             | <b>10. Working Title</b><br>Small Business Office Intern        |                                                                                                           | <b>Agency Number</b><br>300        |
| <b>2. Employee Name (leave blank if position vacant)</b>                                                                                                                                                |  |                                              | <b>11. Present Class Title (if existing position)</b><br>Intern |                                                                                                           |                                    |
| <b>3. Division</b><br>Business Development                                                                                                                                                              |  |                                              | <b>12. Proposed Class Title (if requesting reallocation)</b>    |                                                                                                           |                                    |
| <b>4. Section</b>                                                                                                                                                                                       |  |                                              | <b>13. Allocation</b>                                           |                                                                                                           |                                    |
| <b>5. Unit</b>                                                                                                                                                                                          |  | <b>For use by<br/>Human Resources Office</b> | <b>14. Effective Date</b>                                       | <b>13a. FLSA Status</b><br><input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt | <b>Position Number</b><br>K0246681 |
| <b>6. Location (address where employee works)</b><br><br>City: Topeka County: Shawnee                                                                                                                   |  |                                              | <b>15. By</b>                                                   | <b>Approved</b>                                                                                           |                                    |
| <b>7. (check appropriate time)</b><br><input type="checkbox"/> Full time <input type="checkbox"/> Reg.<br><input checked="" type="checkbox"/> Part time (50%) <input checked="" type="checkbox"/> Temp. |  |                                              | <b>16. Audit</b><br>Date: By:<br>Date: By:                      |                                                                                                           |                                    |
| <b>8. Regular hours of work:</b><br><br>From: To:                                                                                                                                                       |  |                                              | <b>17. Audit</b><br>Date: By:<br>Date: By:                      |                                                                                                           |                                    |

**PART II - To be completed by department head, personnel office or supervisor of the position.**

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

| Name | Title | Position Number |
|------|-------|-----------------|
|------|-------|-----------------|

Christian Hopkins

Program Manager

K0240270

Who evaluates the work of an incumbent in this position?

| Name              | Title           | Position Number |
|-------------------|-----------------|-----------------|
| Christian Hopkins | Program Manager | K0240270        |

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- A) Employee has a fair amount of latitude in making independent decisions within policies and procedures established by the supervisor and in accordance with programmatic policies and regulations.
- B) Work is reviewed by Director, KESBO, biweekly, for accuracy and impact of research findings.
- C) Work assignments are made to allow sufficient time for completion. Instructions are both verbal and written

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**21. Describe the work of this position using the page or one additional page only. Use the following format for describing job duties:**

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

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Number each task and indicate percent of time and identify essential (E) or marginal (M) functions.

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1. 35% E **Ecosystem Research & Resource Mapping**
  - Assist in conducting ecosystem analysis to identify gaps in small business resources and areas where additional support is needed.
  - Research entrepreneurial support organizations (ESOs), business development programs, funding opportunities, and workforce training initiatives across Kansas.
  - Support the ConnectKS Initiative, helping develop a centralized database of small business resources and entrepreneur-focused programs.
  - Compile reports and presentations that provide insights into business growth trends, access-to-capital challenges, and policy recommendations.
  
2. 30% E **Event Coordination & Stakeholder Engagement**
  - Assist in planning and promoting E3-led events, such as pitch competitions, ESO networking meetups, lender roundtables and small business training workshops.
  - Coordinate event logistics, including scheduling, venue setup, speaker coordination and participant engagement.
  - Help track event participation and develop follow-up engagement strategies to ensure long-term connections with entrepreneurs and business support organizations.
  - Work closely with E3 staff to identify key stakeholders and organizations that should be engaged in Kansas's entrepreneurial ecosystem.
  - Partner with financial institutions to ensure equitable access to lending for minority-, women-, and veteran-owned businesses.
  
3. 20% E **Data Tracking & Impact Analysis**
  - Track and manage key performance indication (KPIs) related to E3's initiatives, including program participation, capital access rates, and business engagement levels.
  - Work with internal teams to ensure business support programs are effectively monitored and evaluated.
  - Support the creation of impact reports and data visualizations that highlight Kansas's entrepreneurial ecosystem trends.
  
4. 15% E **Entrepreneurial Community Outreach & Resource Development**
  - Assist in creating outreach materials, resource guides and business development toolkits for entrepreneurs and ESOs.
  - Help conduct community outreach efforts to ensure business owners across Kansas are aware of available funding, training and ecosystem support resources.
  - Develop surveys and feedback forms to measure entrepreneurial needs and program effectiveness.
  - Support content development for ecosystem-focused newsletters, reports and informational materials.

\*\*\*Some or all duties may be altered in response to a disaster or large-scale emergency. This may include temporary reassignment to another work unit, division, state agency or physical location. \*\*\*

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**22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.**

- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- ☐ Plans, staffs, evaluates, and directs work of employees of a work unit.
- ☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

**b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.**

**Title**

**Position Number**

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**23. Which statement best describes the results of error in action or decision of this employee?**

- ☒ Minimal property damage, minor injury, minor disruption of the flow of work.
- ☐ Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
- ☐ Major program failure, major property loss, or serious injury or incapacitation.
- ☐ Loss of life, disruption of operations of a major agency.

**Please give examples.**

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**24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?**

Considerable contact will be made with Government agencies and offices, local development groups, Certified Development Companies, Small Business Development Centers, Community Development Centers, private sector organizations, the general public, and Commerce personnel.

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**25. What hazards, risks or discomforts exist on the job or in the work environment?**

Normal office environment.  
Valid driver's license or ability to travel as necessary.

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**26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.**

Microsoft Office/ Intel computers, office printer and copier

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**PART III - To be completed by the supervisor or Human Resources office**

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27. A. List the Minimum Requirements (minimum qualifications) as stated in the state's official Class Specification. If the Class Specification has a "substitution statement", it must be replaced by whatever the agency deems to be an acceptable substitution (see the HR office for assistance). If no substitution is acceptable, then the substitution statement must be deleted.

**Minimum Qualifications**

Applicant should be enrolled at an accredited college or university pursuing an undergraduate degree in economic development, public administration, business, entrepreneurship, or community development.

Recent graduates are also encouraged to apply, as well as those currently pursuing an advanced degree.

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- B. List any Preferred Qualifications that a well-qualified candidate (or incumbent) should have.

**Preferred Qualifications**

Experience in event coordination, data tracking, business outreach, or research projects is a plus.  
Strong research and data analysis skills, with the ability to synthesize information into actionable insights.

Experience with event planning and stakeholder engagement

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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Signature of Employee

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Date

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Signature of Personnel Official

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Date

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Signature of Supervisor

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Date

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Signature of Appointing Authority

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Date