## Announcement of Professional Vacancy

Applications are invited for consideration to the following position:

<table>
<thead>
<tr>
<th>State University of New York at Binghamton</th>
<th>Appointment Title: Project Staff Assistant</th>
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</thead>
<tbody>
<tr>
<td>Department/Location: Small Business Development Center</td>
<td>Local Title: Small Business Advisor</td>
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<td>Salary Grade:</td>
<td>Research Foundation Project Number: 1098578</td>
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<td>Salary Range: $42,000 - $48,000</td>
<td>If Part-time, % of time:</td>
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### Duties:

To provide quality one-to-one advisement to a varied and complex range of clientele. Position requires a wide breadth of knowledge in many small business areas. Position is expected to implement and assist in training sessions sponsored by the SBDC and provide follow-up services to attendees. Position will provide clearing house services in the gathering and dissemination of information to client and other interested individuals. Position will be responsible for the timely updates of the client’s files and case history.

### Qualifications:

Expertise should include a comprehensive range of small business based assistance including one-to-one client counseling in the areas of business plan development, analysis and preparation of financial statement and forecasts, assistance in automated and manual record keeping systems and in assisting small business clients with marketing and e-commerce related issues. Bachelors degree required.

### Special Notes:

Persons interested in the above position should submit a resume along with a letter of application, to:

**Name:** Douglas Boyce  
**Department:** Small Business Development Center  
**Email:** dboyce@binghamton.edu  
**Address:** Binghamton University  
**PO Box 6000**  
Binghamton, NY 13902-6000

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
Personnel are chosen on the basis of ability without regard to Race, Color, Religion, Sex, Age, National Origin, Disability or Marital Status, in Accordance with the Federal and State Law.

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**Closing Date for Receipt of Applications:** Until filled

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**The Research Foundation of State University of New York at Binghamton**

Nov 2003