Announcement of Professional Vacancy

Applications are invited for consideration to the following position:

State University of New York at Binghamton  
Department/Location: Small Business Development Center  
Appointment Title: Project Staff Assistant  
Local Title: Small Business Advisor

Salary Grade:  
Salary Range: $33,600 - $38,400  
Research Foundation Project Number: 1098578

If Part-time, % of time: 80

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 gather 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. Bachelor's degree required.

Special Notes:

Position is part time at 80% or 30 hours per week.

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  
dboyce@binghamton.edu  
Address: Binghamton University  
PO Box 6000  
Binghamton, NY 13902-6000

Closing Date for Receipt of Applications: Until filled

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.