**Program Coordinator**

**The University of Georgia Small Business Development Center**

The University of Georgia Small Business Development Center, DeKalb office, seeks a Program Coordinator I.  The SBDC Program Coordinator is a classified employee responsible for being the first point of contact with the public, and who assists the Business Consultants and Area Director with client program development, program delivery, client management and administration.  The position requires the ability to provide clerical support for the office, while effectively managing multiple projects simultaneously.  The program coordinator is responsible for the marketing of local SBDC programs and delivers introductory presentations to prospective clients and inquirers.  This person also conducts introductory meetings and provides basic introductory business information via telephone, email and in person.  Requires Bachelor’s degree in business or related field and business experience.  To apply, please visit <https://www.ugajobsearch.com> and search for posting 20150392. “The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.”