Oklahoma Small Business Development Centers

Center for Technology Commercialization

Associate Business Development Specialist

The OSU Center for Technology Commercialization (CTC) provides business advisory and technology support services to businesses in Oklahoma to promote their development, growth and sustainability. The OSU CTC is part of the Oklahoma Small Business Development Center network which

consists of 15 business advising centers statewide. The OSU CTC provides business services such as business planning, financial analysis, marketing research, lending assistance, government contracting, technology commercialization, and manufacturing assistance--through its partnership with the OSU New Product Development Center--to new and established businesses.

The Associate Business Development Specialist (ABDS) will provide small business management counseling and technical services through individual counseling and group training on topics such as business management principles, business finance, and marketing. In addition, the ABDS will develop relationships with area entities providing support services to small businesses to assist clients with business development and capitalization. The ABDS will report directly to the Director of the OSU CTC.

The minimum qualifications for this position are a Bachelor's degree with three years business ownership, business advisory or business management experience. Advanced knowledge of the principles and requirements of starting and operating a successful small business in Oklahoma as well as experience in financial analysis, including business valuation, cash flow management and business ratios, competitive analysis and marketing analysis are required. Preferred qualifications include a Master’s degree with experience in economic development, business advisory services and business consulting. Experience with manufacturing or technology-based businesses is a plus.

Apply online for the position at <https://jobs.okstate.edu>. To receive full consideration, submit application by December 4, 2015. The position will be filled contingent upon available grant funding.

Oklahoma State University is an EEO E-Verify employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, genetic information, sex, sexual orientation, gender identity, national origin, disability or veteran status. OSU Stillwater is a tobacco-free campus. For more information, go to [www.afirmact.okstate.edu](http://www.afirmact.okstate.edu).