**ASSISTANT DEAN / STATE DIRECTOR**

**NEBRASKA BUSINESS DEVELOPMENT CENTER**

**COLLEGE OF BUSINESS ADMINISTRATION**

**UNIVERSITY OF NEBRASKA AT OMAHA**

 The College of Business Administration at the University of Nebraska at Omaha (UNO) seeks applicants for the position of assistant dean and state director for the Nebraska Business Development Center (NBDC).

 This position reports to the dean of the College of Business Administration. The incumbent will retire on January 6, 2017 after 37 years in the position. UNO expects to appoint a successor effective October 1, 2016, allowing a three month transition.

 NBDC includes the Small Business Development Center program, partially funded by the U.S. Small Business Administration (SBA); the Procurement Technical Assistance Program, partially funded by the Defense Logistics Agency of the U.S. Department of Defense; the Pollution Prevention Resource Information Center, partially funded by the Environmental Protection Agency; and the Federal and State Technology Partnership, partially funded by SBA. NBDC operates a non-credit training program with both open-enrollment and contractual offerings. The assistant dean works with the College’s Center for Innovation, Entrepreneurship and Franchising in assisting faculty in engaging businesses for student projects and in facilitating research.

 NBDC delivers its programs state-wide through sub-agreements with the University of Nebraska at Kearney, Wayne State College, Chadron State College, Southeast Community College, and Mid-Plains Community College.

 This position requires a Master of Business Administration degree from a business school accredited by AACSB-International or an advanced degree in management or engineering from a similarly accredited institution is required.

 It is preferred that the applicant have experience in successfully writing, securing and managing federal grants. Experience working with chambers of commerce and economic development organizations, state and national political officials on economic development policy, and with business faculty on research and service projects is a plus.

Applicants may benefit from additional qualifications, including

* Demonstrated experience in financial packaging, market research, financing, financial statement analysis, business law, financial analysis and/or cash flow projections.
* Demonstrated experience in budgeting and contract management.
* Demonstrated excellence in client service and presentation.
* Demonstrated ability to organize and coordinate.
* Demonstrated strong verbal and written communication skills.
* Ability to work flexible hours and to travel statewide and to national meetings.
* Demonstrated ability to work with diverse groups.

**Direct inquiries to Harold Sargus, search committee chair, by email at** **hsargus@unomaha.edui****. The University of Nebraska at Omaha is an Equal Opportunity / Affirmative Action employer.**