**Oklahoma Small Business Development Center (OKSBDC)**

**Part Time Business Development Specialist**

The Oklahoma Small Business Development Center seeks to hire a part time Business Development Specialist (BDS) to serve the Southwestern Region of Oklahoma with the duty station located in Lawton.  The core responsibility is to provide small business management counseling and technical services to existing small businesses owners and to new entrepreneurs.   The BDS will provide individual counseling as well as group training on topics such as business management principles, business finance, and marketing. Other responsibilities include identifying problem areas in a small business, developing outreach assistance programs, and developing relationships with area lenders and others providing support services to small businesses.

Work is performed independently. The BDS will report to the appropriate Oklahoma Small Business Development Center Regional Director and/or to the State Director, as assigned. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Provides management counseling which includes business plans for strategic planning and financing, marketing, accounting, finance, production, facilities, etc. for existing and prospective businesses.
* Performs one-on-one confidential client consultation and works on attaining individual consulting goals set forth by the State Director. Client consulting can take place face-to-face, via email or technological means or by phone.
* Participates in workshops and seminars designed to enhance one-on-one consulting efforts.
* Works with the Regional and State Director in outreach of consultation and training for small communities within the region and determines the most effective use of resources.
* Assists in maintaining a regional listing of qualified resource persons including students, faculty, professional private practice consultants, SCORE organization, and volunteer consultants to provide counseling and training.
* Prepares required reports for one-time and continuous counseling cases, training activities, monthly department reports, and all other paperwork required for program documentation.
* Assists in developing and implementing promotional activities to create awareness of SBDC and its services throughout the business and financial community. This may include public speaking to groups regarding the OKSBDC and its services. Such marketing efforts are conducted in alignment with OKSBDC branding guidelines.
* The BDS will travel, whenever necessary, throughout designated regional-county areas to provide OKSBDC services and occasionally throughout the state to attend conferences, meetings and training.
* Communicates with a diverse client base, both from pre-business clients to mature established businesses, and ethnic, social-economic and educational level diversity.
* Engages in a wide variety of professional development in order to maintain credentials and professional knowledge, including attendance at conferences, meetings, seminars, training events, and workshops.
* Must have a good command of the English language such as vocabulary, grammar, and organization of expression required for documenting client files, client correspondence, program promotion and advocacy.
* BDS will maintain effective working relationships with clients, colleagues, partners and the public.
* The BDS will have well developed interviewing skill including the ability to listen to clients, elicit, relate and evaluate information and analyze and interpret information in order to develop and recommend solutions to business challenges.
* The BDS will have the ability to read, understand, and apply a variety of interrelated instructions, such as those found in guidelines, regulations, policies and management directives.
* Ability to establish priorities according to relative importance and meet deadlines, set and achieve goals, and manage time efficiently.
* Performs related duties as assigned.

**Additional Duties regarding safety:**

1. Works safely, attends safety training offered/required, and follows appropriate safety rules and regulations.
2. In relation to level of NIMS training completed, participates in incident management preparation and performs incident duties as assigned.

**EDUCATION, TRAINING AND EXPERIENCE:**

**REQUIRED**:

* Bachelor’s degree in Business or other appropriate discipline or equivalent experience.
* Two to five years of small business ownership or management and administrative experience.
* Knowledge of the principles and requirements of starting and operating a successful small business in Oklahoma.
* Ability to provide exceptional customer service and client satisfaction.
* Some evening and weekend work may be required.
* Ability to lift 40 pounds.
* Excellent communication skills, including oral, written, and/or nonverbal
* Proficient with personal computer capabilities, using the Internet, and the Microsoft Office Suite especially Outlook, Word and Excel (Excel test may be required.)
* Budget related skills.
* Attention to detail.
* Ability to manage multiple concurrent projects and meet deadlines.
* Ability to maintain confidentiality.
* Knowledge of commercial lending.
* Professional appearance and interpersonal demeanor.
* Valid driver’s license.

**PREFERRED**:

* Master’s degree in Business Management (MBA) or other closely related discipline.
* Five years business ownership or management experience to include management, payroll, accounting, marketing, knowledge of QuickBooks.
* Experience as a loan officer or other similar business lending background.
* Knowledge of the business counseling and consulting process.
* Fluency in Spanish.

**TO APPLY: Send a letter of interest, resume (include contact information for three professional references) and unofficial transcripts** **to:**

***Southeastern Oklahoma State University***

***Office of Equity, Compliance & Diversity***

***1405 North 4th Ave.  PMB 2750***

***Durant, Oklahoma 74701-0609***

***or email to:*** [***ddean@se.edu***](mailto:ddean@se.edu)

SE is an AA/EEO employer committed to multicultural diversity. SE participates in E-verify. [www.se.edu](http://homepages.se.edu/hr/employment-opportunities/professional-positions-available/southeastern-oklahoma-state-university-counselor-student-support-services/www.se.edu)

Title IX of the Education Amendments of 192 (20 USC 1681 states: No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance… Southeastern Oklahoma State University does not discriminate on the basis of sex in its education program or activities, in compliance with Title IX and the US Department of Education’s regulations at 34 CFT 86.1 *et seg.* Individuals who believe they have been discriminated against on the basis of sex many contact SE Title IX Coordinator at 580-745-3090, [titleix@se.edu](mailto:titleix@se.edu) or PMB 2750.