

**Position Numbers: 00013298 & 00000349** (two open positions)

### **Position Summary**

Business consultants provide an analysis of the existing practices of a company and make recommendations for improvements. Our professionals frequently specialize in one area of business management, such as accounting, financing, or marketing. Professionals must be able to perform outreach, prospect for and secure long-term engagements with small to medium-sized enterprises. The resulting deliverable to clients will be a comprehensive peer-reviewed written report including effective recommendations for growth and economic impact.

### **Duties and Responsibilities**

The following list provides examples of the most typical duties for positions in the job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Provide one-on-one confidential consulting to current and potential small business owners
- Develop and conduct small business-related seminars and workshops using standardized materials, visuals and guidelines.
- Manage teams of graduate business students working on projects for eligible small business owners.
- Make presentations and cultivate community contacts to inform the public about small business consulting services available through USF.
- Develop research resources for use by consultants and staff.
- Fulfill administrative functions related to the duties of the position, including tracking of client progress

Note:

- This position requires travel through the county, state, and U.S.
- Must have valid Florida Driver License.
- Must have own transportation.

### **Minimum Qualifications**

This position requires a Bachelor's degree in Business Management or related field, with at least one year of directly related experience. All incumbents must be able to obtain third-party professional certification within six months of employment.

### **Preferred Qualifications**

- Master's Degree in Business Administration, Marketing, Finance, or Entrepreneurship.
- Profit Mastery certification or Sales and Marketing Executives International (SMEI) certifications (CME or CSE).
- Experience teaching Marketing, Financing, and/or Financial Intelligence seminars.
- Three (3) years of experience owning and operating a small business.
- Experience operating personal computers with proficiency in MS Office Suite software.
- Experience operating video-conferencing equipment and software, such as Go To Meeting, Skype, or WebEx.
- Possess knowledge of the Center EX database system.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to talk and hear
- Regularly required to walk and stand for four hours at a time
- Regularly required to lift and carry up to approximately 40 pounds

### **Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, iPads, phones, photocopiers, filing cabinets, smart boards, white boards, and cameras.

### **Work Location**

Downtown Tampa, Port Tampa Bay Building, 1101 Channelside Drive Tampa FL 33602

### **To Apply**

To browse open positions, apply for a job, and manage your profile, [Access Careers@USF](mailto:Access_Careers@USF)

([https://gems.fastmail.usf.edu:4440/psp/gemspro-tam/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_SCHJOB&Action=U&FOCUS=Applicant&SiteId=1](https://gems.fastmail.usf.edu:4440/psp/gemspro-tam/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant&SiteId=1))