**Small Business Consultant - Hagerstown, MD**

The Western Region of the Maryland Small Business Development Center (SBDC), located at Frostburg State University, seeks a Small Business Consultant to be **based in Hagerstown, Maryland**. This is a grant-funded full-time, exempt position and includes University System of Maryland [benefits](http://www.frostburg.edu/hr/hr-service-areas/benefits/) package.

Covering Frederick, Washington, Allegany, and Garrett Counties, the [Western Region of the Maryland SBDC](http://marylandsbdc.org/western/index_western.php) helps regional economic development by assisting small businesses with business plans, access to financing, management, operations, marketing, and other services. We offer training classes that teach clients how to start and grow their own small businesses. Our specialty is helping with finance.

**Responsibilities:** Reporting to the Regional Director, provide management and technical assistance to small businesses, both startups and established businesses. Package loans. Client management via one-on-one counseling and training classes. Document client activities. Outreach via marketing and informing of federal and state legislators. Maintain professional development. Other related duties as assigned.

**Minimum Qualifications:** Bachelor’s degree in Business Administration or related field. At least five years of relevant business experience. Proficiency in Microsoft Office (particularly Word and Excel). Interpersonal skills to interact with a variety of clients; excellent oral and written communications skills.

**Preferred Qualifications:** MBA or Master’s degree in related field. Five years of business ownership experience. Knowledge of the economic development community in Washington County and an understanding of licensing and regulatory requirements, especially in technology. Previous experience with the SBDC network and NeoSerra customer relationship management system.

**Other:** Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a bachelor’s degree in a related field and progressively responsible related work experience may be considered.

To apply, visit [https://frostburg.peopleadmin.com](https://frostburg.peopleadmin.com/).
Application deadline is September 5, 2017.

Frostburg State University welcomes and encourages women, veterans and minorities to apply and seeks to recruit and retain a
diverse workforce. FSU is an [Equal Opportunity Employer](http://www.frostburg.edu/admin/compliance/). Appropriate auxiliary aids and services for qualified individuals with disability will be provided upon request. Please notify us in advance.
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