Job Description – Part-time Small Business Consultant, Maryland Small Business Development Center, University of Maryland College Park

Position is located near Fort Meade, Maryland

(Close Date: Open Until Filled)

Primary Responsibilities:

- Provide management and technical assistance to small businesses
- Package loans
- Client management via one-on-one counseling and client files
- Document client activities
- Outreach via marketing and informing of federal and state legislators
- Maintain professional development

Duties:

- Provide management and technical assistance in areas of general business and some areas of business expertise
- Assist in preparing and presenting regularly scheduled seminars
- Input client information data into the SBDC database system
- Review business plan
- Perform outreach to meet the needs of an SBDC client and SBDC center
- Coordinate client consulting services with available resources; i.e. Team SBA, SCORE, Economic Development Office, etc. Complete all required program documentation and maintain complete client files and expense reports. Provide assistance to other counselors in your area of expertise
- Participate in required annual professional development program and re-certify qualifications based upon the Professional Development Certification requirements
- Ensure that the standards of counseling are consistently performed
- Assist student counselors and in training of new counselors

Qualifications:

- Minimum of a bachelor's degree and/or significant experience in either courses leading to an MBA or advanced certification in area of expertise
- Five (5) years of relevant business experience
- Interpersonal skills to interact with a variety of clients
- Excellent communications skills, oral and written

Knowledge and Experience

- Finance, marketing, cash flow, licensing, regulation, personnel, and the business start-up process for the state of Maryland
- Proficient in use of Microsoft suite of software
- Interviewing and interpersonal communication skills

To Apply: Send Cover & Resume to Sandra Conaway – sconaway@umaryland.edu

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