



Business Advisor position opening in Fargo

University of North Dakota's Small Business Development Center

Position Details:

The Business Advisor provides technical assistance to entrepreneurs and small business owners within the Fargo region in all facets of analyzing, planning, and managing a business. This position is held accountable for regional SBDC goals and milestones including federal, state and local goals/milestones negotiated at least annually. Performs professional technical services to small business clients including business creation and expansion, financial statement creation and revision, loan packaging assistance, market research and other small business client needs. This position is responsible for developing and implementing creative marketing to gain exposure for SBDC services and to raise local investment in the program. The position oversees the administrative functions of the center, delivery of special projects as assigned, and additional staff work as it pertains to the center goals. This position provides input on the program's policies and procedures, strategic planning, service delivery, training components, reporting tools and mechanisms, and accreditation issues. The business advisor will interact with local stakeholders and regional staff at events and functions, and SBDC meetings.

Minimum Requirements:

Bachelor's degree in business-related area
Able to work with people with diverse backgrounds
Operational knowledge of computers/software
Driver's license, and ability to travel overnight
One year of work experience in business field
Successful completion of a criminal history background check

Preferred Qualifications:

Public speaking or teaching experience
MBA
Small business ownership/management
Familiarity with economic development or business loan programs

Minimum Hiring Salary/Position Status: \$45,000/Annual (DOE), Full-time with excellent benefits.

Applications must be submitted online at: <http://und.edu/finance-operations/human-resources-payroll/careers/>. Please submit a cover letter, resume, and 3 professional references. Applications must be received by 5:00 pm on April 24th. UND is an Equal Opportunity/Affirmative Action employer.