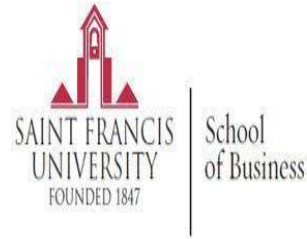


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Small Business Development Center Director Position Announcement

Search Status: Application material received by October 15, 2015 will receive primary consideration. Saint Francis University invites applications for a full time position as the Small Business Development Center (SBDC) Director. The SBDC Director is directly responsible to the Dean of the School of Business to oversee and direct the operation of the Small Business Development Center and its various components. The Director will manage and operate the SBDC in accordance with all applicable policies, procedures, laws, regulations, and other governing documents; manage the delivery of services to meet performance expectations; prepare and monitor budgets and financial management of the SBDC; prepare proposals for funding; manage human resources and supervise staff and student interns and related workers; attend all meetings of the PA Small Business Development Centers; outreach to educate clients, partners, and stakeholders on SBDC services and impact; contribute to knowledge creation and dissemination through communicating with peers and participating in network activities.

Master's degree in Business Management, Marketing, Accounting, Finance, Economics or related field with appropriate work experience required. Five years management experience; experience managing government grant funded projects; experience managing grants, contracts, and budgets. Must align with the Saint Francis University mission and core values in providing economic development services for the regional business community. Significant knowledge of entrepreneurship, small business management and operations, accounting and financial analysis, marketing, market research, human resource management, financing, and legal issues; strong interpersonal, oral and written communication, problem solving, and listening skills; Strong organizational and time management skills; ability to network effectively with partners and stakeholders; proficient computer skills and ability to use the MIS to enter data and generate reports; ability to travel. Small Business ownership/experience preferred, but not required. Applicants who are qualified to teach college-level courses in entrepreneurship and related areas and support co-curricular student activities and applicants who have a certification in or experience with international trade will be given preference.

To apply, complete an online application at <http://francis.edu/employment>, then submit letter of application, resume, and names, addresses and phone numbers of three references to: positions@francis.edu

Saint Francis University is committed to diversity of students, staff, and faculty, and encourages applications from historically underrepresented individuals, women, veterans, and persons with disabilities. AA/EOE