Business Advisor Export – Maricopa (Maricopa Community College) Small Business Development Center (Part of the Arizona Small Business Development Center Network)

Provides fully proficient professional level direct assistance to small business clients that requires independent analysis and judgment to resolve problems and make recommendations to create economic impact. May serve as a project lead in support of small business development programs and initiatives.

**Required:**

Bachelor’s Degree in business administration or related field and two years of small business ownership, business development, economic development or directly related experience.

 OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

**Preferred:**

* Four (4) or more years of consistent track record of setting and achieving quantifiable goals and creating recommendations to enhance client business
* Three (3) or more years of experience in business writing, i.e. content creation, report writing and summarizing important data
* Two (2) or more years of experience in international trade consulting, with an emphasis on exporting
* Two (2) or more years of experience in the business counseling core competencies of financial analysis, business planning, strategic marketing and/or access to capital, gathering information on business operations, conducting and analyzing independent research to supplement client information
* Experience working in a highly regulated field, an educational institution or government entity
* Experience in building professional business, community and/or advocacy partnerships
* Experience in working with individuals whose first language is not English

**Additional Information:**

* For full consideration, please apply online: [https://jobs.maricopa.edu/psc/PMCP3J/EMPLOYEE/HRMS/c/HRS\_HRAM\_FL.HRS\_CG\_SEARCH\_FL.GBL?FOCUS=Applicant](https://jobs.maricopa.edu/psc/PMCP3J/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?FOCUS=Applicant%20)

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* Applicants must submit a cover letter that details how the applicant meets minimum and desired qualifications.
* Applications without a cover letter will be incomplete and will not be considered.
* Please ensure your resume and cover letter provide the following items:
* Clearly illustrate how prior experience, knowledge and education meet the minimum and desired qualifications for this position.
* Provide employment history in a month/year format (e.g., 09/07 to 10/11) including job title, job duties, full or part time and name of employer for each position.
* Three professional references, preferably current and/or former supervisors. If references are not provided in resume upon application, they will be requested at time of interview.
* Please also attach a professional writing sample