**ANNOUNCEMENT OF POSITION AVAILABILITY**

**Title: CC Manager Small Business Development Center (Full time, salaried staff w/benefits)**

**Posting closes: 12/09/2018**

**Requisition Number: 1801278S**

**Qualifications:**

Bachelor’s degree in a related field and Five (5) years of professional experience related to the standard duties as outlined.

**Standard Duties:**

* Plans, develops, and coordinates the integrated programs and services of a the Small Business Development Center in accordance with all applicable policies, procedures, Federal and state laws, regulations, and other governing documents.
* Provides consultation, training, and assistance to small business owners in the development of business plans and loan packages.
* Markets and promotes the programs and services within the prescribed service area; establishes and maintains relations with local financial institutions, other relevant service providers, and the local business community.
* Analyzes need, and develops, coordinates, and/or conducts training courses, seminars, and workshops for local small business owners.
* Ensures that program operations are in accordance with all relevant Federal and State small business development policies, and adhere to applicable laws, regulations, and guideline.
* Prepares budgets, monitors expenditures and prepares reports and projections.
* Supervises personnel, which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.
* Represents the Small Business Development Center on various committees and/or meetings and conferences.
* Performs miscellaneous job-related duties as assigned.

Visit <https://jobs.nmsu.edu> for further information and to submit an application.

***All offers of employment, oral and written, are contingent on the university’s verification of credentials and other information required by federal law, state law, and NMSU policies/procedures, and may include the completion of a criminal history check.***

***NMSU Carlsbad is an equal employment opportunity/affirmative action employer.***