PART-TIME HOURLY POSITION

WORKFORCE DEVELOPMENT ANNOUNCES AN OPENING
SMALL BUSINESS DEVELOPMENT CENTER

POSITION: BUSINESS DEVELOPMENT SPECIALIST (PART-TIME)

DESCRIPTION OF DUTIES: The core responsibility of the Business Development Specialist (BDS) is to provide small business management counseling and technical services to existing small businesses owners and to new entrepreneurs. The BDS will provide individual counseling as well as group training on topics such as business management principles, business finance, and marketing. Other responsibilities include identifying problem areas in a small business, developing outreach assistance programs, and developing relationships with area lenders and others providing support services to small businesses. Provides management counseling which includes business plans for strategic planning and financing, marketing, accounting, finance, production, facilities, etc. for existing and prospective businesses. Works with the Center and State Director in outreach of consultation and training for small communities within the assigned region and determines the most effective use of resources. This is an up to 20 hour per week position.

MINIMUM QUALS: Bachelor’s degree in business or related discipline. Two to five years of small business ownership or business management experience. The ability to provide exceptional customer service and client satisfaction. Budget related skills, Excellent oral and written communication skills. Proficient with personal computer capabilities, using the internet, and Microsoft Office Suite especially Outlook, Word and Excel (Excel test will be required). Attention to detail and the ability to multi-task and maintain confidentiality. Some evening and weekend work may be required.

DESIRED QUALS: Master’s degree in Business Management or other closely related discipline. Five years business ownership or management experience to include management, payroll, accounting, marketing, knowledge of QuickBooks. Experience as a loan officer or other similar business lending background. Knowledge of the business counseling and consulting process.

SALARY: $20 per hour (up to 20 hours per week)

APPLICATION DEADLINE: UNTIL FILLED

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required. Candidate selected will serve a probationary period. All finalists may be subject to a background check and/or drug test.

(POSTED ON FEBRUARY, 26 2016 )
Must be eligible to work in the United States
An Equal Opportunity Employer
In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.
https://www.rose.edu/content/about-us/our-college/human-resources/job-listings/

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