

**UNIVERSITY OF MASSACHUSETTS/AMHERST
PROFESSIONAL POSITIONS AVAILABLE**

**STAFF ASSISTANT/SENIOR BUSINESS ADVISOR
MASSACHUSETTS SMALL BUSINESS DEVELOPMENT CENTER
SOUTHEASTERN MASSACHUSETTS REGIONAL OFFICE
#R19555**

Position housed in Fall River, MA

GENERAL STATEMENT OF DUTIES:

The Senior Business Advisor will offer technical assistance in the areas of marketing, finance, personnel, and other management areas as needed. The Senior Business Advisor will work closely with small business owners throughout Southeastern Massachusetts communities providing management assistance services. The Senior Business Advisor may be called upon to assist in any other functions including conferences, training programs, advocacy, and promotional activities. The position will work directly with the Southeastern Mass Regional Director in planning a strategy for the region including extensive outreach and collaboration with other small business providers to continually enhance service delivery.

MINIMUM QUALIFICATIONS:

1. Minimum of Bachelor's Degree with a major area related to business management.
2. Minimum of four to five years of direct working experience in managing or consulting with small business. Master's Degree in business preferred.
3. Above adequate ability in communicating and writing.
4. Knowledge about public and private funding sources for small business.
5. Knowledge of debt and equity financing.
6. Knowledge of computer spreadsheets and financial packages.
7. Knowledge of conventional commercial lending practices and criteria along with a familiarity of unconventional funding sources and government agencies is desirable.
8. Familiarity and extensive history working with university, college, economic development groups, chambers and non-profits in the region.

Hiring Salary Range: \$39,200 - \$55,400

Normal Starting Salary: \$39,200 - \$44,600

This position is grant-funded, and continuation beyond 9/30/08 will be contingent upon availability of funds.

Please send a letter of application, resume and three letters of reference no later than October 12, 2007 to MA Small Business Development Center Search #R19555, Employment Office, 167 Whitmore Administration Building, University of Massachusetts, Amherst, Mass 01003.

The University of Massachusetts Amherst is an Affirmative Action/Equal Opportunity Employer. Applications from women and members of minority groups are encouraged.