Position: LSBDC Business Consultant  EEO No. BA 5-14

Organization:
The Louisiana Small Business Development Center at UL Lafayette is part of the LSBDC Statewide network of Small Business Development Centers, a partnership of the U.S. Small Business Administration, Louisiana Economic Development and participating host universities. The LSBDC mission is to provide high-quality, no-cost business consulting and related services to existing and potential Louisiana entrepreneurs in order to grow the economy of the state and create employment.

Qualifications:
Minimum qualifications is a Bachelor’s Degree with significant business course work; business planning experience, marketing, financial management; strong financial skills; computer software and technology proficiency; ability to develop and teach small business seminars; excellent oral and written communication skills. Preferred qualifications is a Master’s of Business Administration; experience as a small business owner, management experience, experience preparing loan proposals, and/or experience working with programs designed to assist small businesses as the federal, state, and local levels.

Responsibilities:
Reports directly to the Center Director and is responsible for providing small business counseling, training, and information services to business owners or potential owners, in accordance with the guidelines and policies of the LSBDC. Works directly with clients, other LSBDC staff, private sector individuals, local, state, and federal economic development organizations; and other interested parties that serve, support or interact with the small business sector. In addition, the consultant participates in organization activities to market LSBDC services. Performs other duties and functions as assigned by Center Director.

Environment:
The University of Louisiana at Lafayette is a Research University with High Research Activity public institution with an enrollment of approximately 16,700 students with a full-time faculty of about 600. UL Lafayette consists of 9 degree-granting units-The College of the Arts, B.I. Moody III College of Business Administration, Education, Engineering, General Studies, Graduate School, Liberal Arts, Nursing and Allied Health Professions, and the Ray P. Authement College of Sciences. The University offers degree programs in 54 undergraduate disciplines, 20 post bachelor certificates, the master’s degree in 26 disciplines, and the doctorate in 10 disciplines. The University of Louisiana at Lafayette is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

Salary:  Dependent on qualifications and experience.

Starting Date:  ASAP

Applications:
Candidate review will begin immediately. Applicants should send a cover letter, résumé, and the names and contact information of three references to:

Ms. Heidi Melancon, Director
LSBDC at UL Lafayette
P.O. Box 43732
Lafayette, LA  70504-3732 or email at hmelancon@lsbdc.org

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