

Director, Small Business Development Center

Classification: Professional Staff. Reporting to the Vice President for Finance/Treasurer, this position is responsible for planning, developing, and implementing all programs offered by the University of Scranton Small Business Development Center; identifying resource requirements and strategies in the delivery of such programs and services; and securing and maintaining the funding necessary to accomplish program goals and objectives in an eight-county service area. Duties include supervising an 8-person full time staff, interns and student workers and assigning caseload; maintaining and administering center budgets; acting as center liaison to general public, University, government and agency contacts; preparing all quarterly and end-of-year reporting as required by the PASBDC, as well as grant proposals as required by the PASBDC for SBA and DCED funding; seeking outside sources of funding and cooperative opportunities wherever possible.

REQUIREMENTS: Masters Degree in a relevant field to SBDC work required for PASBDC accreditation purposes; five or more years administrative/management experience to include demonstration of a supervisory role or acceptable equivalent combination of training and experience. Grant writing experience is important and grant accounting experience a plus. Demonstration of strong oral and written communication skills, including presentation skills are essential. Applications will be accepted until July 21, 2010.

**ONLY ONLINE APPLICATIONS WILL BE ACCEPTED FOR THIS POSITION.
PLEASE VISIT OUR ONLINE APPLICATION SITE AT:**

https://universityofscrantonjobs.com/applicants/jsp/shared/Welcome_css.jsp