

**The Research Foundation for State University of New York
The College at Brockport, 350 New Campus Drive
Brockport, New York 14420-2932
(585) 395-5193**

ANNOUNCEMENT OF VACANCY

Exempt Position

Applications are invited for consideration for appointment to the following position:

DESCRIPTIVE TITLE: Business Advisor BUDGET TITLE Counselor (E.79) FULLTIME 100%
PROJECT & LOCATION: Small Business Development Center, Rochester, NY DATE TO BE FILLED: ASAP
DURATION OF APPT.: 07/1/2018 - 6/30/19¹ P/T/A # 1142358-1-79337 SALARY: \$45,000 - \$50,000 annually DOE

FUNCTION & SCOPE:

The New York Small Business Development Center (NYSBDC) provides small business owners and entrepreneurs in New York with the highest quality, pro-bono, confidential business counseling, training, and business research. The SBDC provides expert management and technical assistance to start-up and existing businesses across the state. The New York SBDC is administered jointly by the State University of New York and the Research Foundation for SUNY, and funded by the U.S. Small Business Administration, the State of New York, and host college campuses. The SBDC at The College at Brockport, SUNY, provides advice and counseling for small business entrepreneurs in Genesee, Livingston, Monroe, Ontario, Orleans, and Wayne Counties.

DUTIES:

- Provide one-on-one counseling to the Center's small business clients in areas including small business start-up requirements, recordkeeping, marketing, and other small business concerns.
- Assist in preparing business plans and financial projections with clients.
- Develop and present small business training sessions and workshops.
- Develop and maintain client network sources.
- Other duties as assigned by the Center's director.

REQUIRED QUALIFICATIONS:

- Higher education degree in business or related field.
- Demonstrated ability to produce basic financial projections (Balance Sheet, P&L, Cash Flow).
- Demonstrated experience using MS Office software.
- Familiarity with social media platforms.
- Excellent oral and written communication skills.
- Demonstrated experience with effective public speaking.
- Keen attention to detail.
- Ability to work with a culturally and ethnically diverse clientele.
- Valid NYS driver's license and access to reliable transportation.

PREFERRED QUALIFICATIONS:

- Two years of experience as a small business owner and/or manager.
- Ability to work independently and as a contributing member of a team.
- Demonstrated experience meeting project goals, timelines, and deadlines.

SPECIAL NOTES: This position is a Research Foundation for The State University of New York (RF) position and is subject to The Research Foundation for SUNY policies and procedures, sponsor guidelines, and the availability of funding¹. All finalists for this position will be subject to suitable pre-employment background investigation and may include confirmation of credentialing. Offers may not be extended until we receive a positive outcome from the pre-employment background investigation.

The Research Foundation for The State University of New York (RF) is a private non-profit educational corporation. The RF is not an agency or instrumentality of the State of New York. RF employees are not state employees, do not participate in any state retirement system, and do not receive state fringe benefits. The RF operates under a contract with The State University of New York and receives no directly appropriated state funding.

Applicants will not be reimbursed for any travel expenses.

¹ This position is subject to annual review based on performance and the availability of funds.

Research Foundation employees working more than 50% of the time receive fringe benefits.

For more information about the RF, check our website at www.rfsuny.org.

Submit a letter of application and résumé, along with the names and contact information for two (2) professional references to: SBDC-R@brockport.edu

Applications will be accepted until the position is filled; however, candidates should submit their application by the deadline to insure optimal consideration.

Application Deadline: June 22, 2018

As an Equal Opportunity/Affirmative Action employer, the Research Foundation for SUNY will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, and veteran or disability status.