

EXTERNAL POSTING

January 8, 2004

POSITION TITLE:	Coordinator I Center for Economic and Business Development/Small Business Development Center, Position 04-S045
THE POSITION:	Responsibility to provide business management casework with pre-business in areas such as business planning, marketing, financing, rules and regulations. Promote public awareness of the Small Business Development Center to potential users of the Center's services, which would include client identification, community relations, public appearances and promotion.
QUALIFICATIONS:	Master's degree in business or other appropriate field preferred or bachelor's degree with experience. Previous experience and demonstrated success in business and financial planning, marketing and management principles recommended.
ANTICIPATED START DATE:	As soon as possible after review date.
SALARY:	Commensurate with existing salary structure.
DEADLINE DATE:	Review of applications will begin January 16, 2004 and continue until position is filled.
APPLICATION PROCEDURE:	Submit cover letter referencing Position 04-S045, resume, unofficial transcripts and three letters of recommendation with addresses and telephone numbers to Human Resources, SWOSU, 100 Campus Drive, Weatherford, OK 73096.

This position is conditional upon continuation of grant funding for the project.

Southwestern Oklahoma State University is an AA/EEO Employer and Encourages Applicants from Minorities and Women.