## Announcement No. 23-126AS

**JOB OPENING ID:** 19983

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### Internal/External
- **Position Title:** External

### Position Title
- **Business Consultant**

### TTC Title and Code
- **Outreach Specialist (OE009)**

### FTE
- **100%**

### Position Information
- **Principal Work Location:** UW-Stevens Point Main Campus, Nelson Hall
- **Supervisor:** Patrick Gatterman, Outreach Program Manager, Small Business Development Center

### Pay Schedule-range:
- $40,000.00-$60,000.00 annually, based on qualifications and experience

### Total Rewards
- UW Stevens Point provides a competitive benefits package including monthly premiums starting at $32, deductibles starting at $250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our [Total Rewards page](#).

### Department
- **Department Description**
  - The Small Business Development Center (SBDC) represents a significant outreach effort, offering valuable expertise and resources to prospective entrepreneurs and small business owners located throughout a nine (9) county region of Central and Northern Wisconsin. The Wisconsin SBDC at UW Stevens Point is part of a statewide network supporting entrepreneurs and small business owners through no-cost, confidential consulting, training, and educational programs. Local SBDC experts facilitate improvement and growth for small and emerging mid-size companies and help launch successful enterprises. The Wisconsin SBDC Network serves over 5,000 clients per year across 14 locations.

### University Description
- Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit [https://www.uwsp.edu/join-uw-stevens-point/](https://www.uwsp.edu/join-uw-stevens-point/) for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit [www.EverythingPointsHere.com](http://www.EverythingPointsHere.com).

### Position Summary
- **Shift:** 8:00am-4:30pm, Monday-Friday. Ability to maintain flexible hours that includes some evenings and weekends when necessary to support SBDC clients, activities, and events.

### Required Qualifications
- Bachelor's degree
- Excellent verbal, written, and interpersonal skills
- Knowledge of economic or entrepreneurial development
- Knowledge of business ownership and management
- Experience working effectively and collaboratively with diverse groups and individuals
### Preferred Qualifications
- Ability to maintain confidentiality of client interactions
- Position requires driving a state vehicle
- Bachelor's degree in business or a related-field
- Experience in advising entrepreneurs and/or small businesses
- Experience in owning and/or managing a small business
- Knowledge of Lean Business Planning
- Experience preparing and giving public presentations
- Demonstrated local economic development, community, and business relationships
- Experience preparing business plans and preparing financial statements
- Knowledge of public and private funding sources for small businesses
- Financial institution and/or product commercialization experience desirable

### How To Apply
This position and instructions on how to apply are located on our [website](#). Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.

### Anticipated Appointment Date
September 11, 2023

### Terms of Employment
This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.

The successful applicant will be responsible for ensuring eligibility for employment in the United States on or before the effective date of the appointment. University sponsorship is not available for this position.

### Deadline
**TO ENSURE CONSIDERATION:** Applications received by Wednesday 08/16/2023 are ensured full consideration. Applications received after that date may be given consideration at the discretion of the search committee. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process. Incomplete and/or late application materials may not receive consideration.

Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:
- Cover letter addressing qualifications and experience
- Resume
- Contact information for three professional references

(Official Transcripts may be required of finalist)

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

### Required Materials
- Cover letter addressing qualifications and experience
- Resume
- Contact information for three professional references

For additional information regarding the position, please call or email:
Jennifer Hess, Chair, Search and Screen Committee
Email: jhess@uwsp.edu
Phone: 715-346-4782

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:
Human Resources
The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point’s mission is, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at https://www3.uwsp.edu/protsv/Pages/Clery.aspx.

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.