



Small Business Development Center (SBDC)
is currently seeking professionals in the following area:

SBDC Consultants

The ideal candidates will possess the following:

- **Bachelor in Business Administration**
- **Master of Business Administration**

Ten or more years of work experience in any or combination of the following disciplines:

- Accounting
- Banking
- Business planning
- Contract/leases
- Customer Service
- Business Law (contracts)
- Finance
- Human Resource
- Legal
- Marketing
- Operations Management
- Web Development
- Real State
- Retail Merchandising
- Sales (B2B), B2C)
- Strategic Planning
- Project Management
- E-commerce

Attention to detail and accurate reporting are critical in this position.

Hourly rate is \$35 and goes to \$45 based on experience

Hours per week are on an as-needed basis.

Pending the SBDC budget, client needs, and the consultant's availability.

Hours vary and are not regularly assigned.

However, up to a maximum of twenty hours may be assigned per week.

Essential Functions:

- Provide one-on-one consulting to existing small business owners and new entrepreneurs. These services are offered free of charge to SBDC clients.
- Small business owners and aspiring entrepreneurs discuss their business ventures and get expert advice from the SBDC Director and/or the SBDC counselor. All client information is held in strict confidence and maintained by the Hartnell College SBDC.
- The SBDC counseling staff includes experienced professionals, consultants, college and university professors, and experienced University MBA candidates. During the initial counseling session, the consultant identifies or defines the direction the client would like to pursue and/or the problem areas and determines the appropriate course of action.
- Counseling sessions are arranged when small business owners or entrepreneurs contact the Hartnell SBDC. The Director holds the initial session and determines the initial scope of work and then assigns the client to the appropriate consultant.

To be considered for this position:

Please submit a Resume to:

Hartnell College-Human Resources
411 Central Ave, Salinas CA 93901

For more information regarding the positions please contact:

Hartnell College SBDC at (831) 755-6773, sbdc@hartnellsbdc.org