



SMALL BUSINESS  
DEVELOPMENT CENTERS

<b>Job title</b>	<i>Graduate Assistant Position</i>
<b>Reports to</b>	<i>Director, Tennessee Small Business Development Center</i>

### **Job purpose**

Small businesses play a critical role in our communities and fuel the nation's economy. Imagine all of the small businesses in your life; the local bakery, your favorite restaurant, and the corner market. What would your community be like without them? Unfortunately, the road to success for a small business is paved with challenges, and longevity is not a given. As a Graduate Assistant, you will be task with assisting business development through developing market campaigns, assisting with organizing and attending events, assisting with social media management, writing and producing presentations.

### **Duties and responsibilities**

- Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities.
- Support director of the TN Small Business Development Center (TSBDC) in organizing various projects
- Employ marketing analytics techniques to gather important data (social media, web analytics, rankings etc.)
- Develop presentations based on the specific needs of clients
- Being on-time for work on a daily basis

### **Qualifications**

To be considered applicants must have:

- Good knowledge of market research techniques and databases
- A high level of integrity, accuracy, dependability, enthusiasm, and confidentiality
- Exceptional and advance Microsoft Office skills (Excel, Word, and PowerPoint)
- A self-starter mentality with a strong desire to learn
- Strong organizational and time management skills

### **Rate of Pay**

To be determined