

**Position Title:** PTAC Counselor - St. Louis

**Job Opening ID:** 5038

**Job Type:** Academic

**Position Location:** St. Louis

**Position Summary:** The Missouri Procurement Technical Assistance Centers (MO PTAC) assists small and large businesses in obtaining and performing federal, state and local government contracts. MO PTAC Procurement Specialists help clients identify opportunities and understand the government contracting process in order to take advantage of government sales dollars.

This position is responsible for providing consultations with clients as well as delivering educational seminars on a variety of topics to Missouri businesses. In addition, this position is expected to generate funds to off-set salary and benefits and must be self supporting after two years. Position is located at 100 N. Tucker Avenue, Suite 530, St. Louis, Missouri, 63101.

More information about MO PTAC can be found at: <http://www.moptac.net>.

**Primary Responsibilities Include:** Provide client counseling including federal, state, and local government procurement assistance in the areas of registrations, certifications, bid matching, marketing, procurement histories, bid/quote preparation and other assistance through one-on-one counseling. Conduct assessments of client needs, provide services and make referrals if necessary to other procurement specialists.

Conduct educational offerings in a variety of areas of procurement particularly focused on small businesses including small disadvantaged business concerns (SDB), women owned small businesses (WPSB), HUBZone small businesses (HUBZone), and service disabled veteran owned small businesses (SDVOSB). Document, analyze, and communicate program impact, including entering data into OutreachSystems to record conferences, counseling sessions, and contract awards.

Develop partnerships to generate funds in order to self-support own position. Identify and work closely with potential stakeholders, financial partners, and grant/contract opportunities. Promote the program to area lenders, economic developers and chambers through memberships, speaking engagements or collaboration on training events and other projects.

Attend seminars, conferences, and workshops throughout the United States to ensure professional development and program knowledge are kept up-to-date. In addition, participate on committees, task forces, and teams engaged in program development, planning, and/or delivery.

Must be able to travel throughout Missouri to fulfill essential responsibilities of position.

**Minimum Qualifications:** Master's degree in business or a related area, and two or more year's applicable experience.

Demonstrated skills and knowledge in government procurement at the federal level is preferred.

**Other Information:** This position is located in St. Louis, Missouri.

**Salary/Benefits:** \$45,000 - \$55,000 (based on applicable experience)

This position is eligible for University benefits. The University offers a comprehensive benefits package including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. Visit <http://www.umsystem.edu/ums/departments/hr/benefits/> for more information.

**Application Procedure:** Applicants must submit a cover letter, current resume or CV, list of 3-5 references, and all academic transcripts online at:

[https://myhr.umsystem.edu/psc/tamext/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=5038&SiteId=9&PostingSeq=1](https://myhr.umsystem.edu/psc/tamext/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=5038&SiteId=9&PostingSeq=1). Application deadline: open until filled.

For questions about the online application process call 573.882.7976. For questions about this position call 573.882.4721 or email [hrdext@missouri.edu](mailto:hrdext@missouri.edu).

EEO/AA/ADA employer