



The University of Nebraska at Omaha is seeking a PTAC Counselor

The position is located in either Norfolk or Columbus, Nebraska, and serves businesses in the North East Nebraska Area. Nebraska Business Development Center is a fast-paced, hands-on, economic development nonprofit that supports the growth and sustainability of small to midsize businesses through professional consulting, workshop & events, and connection to business resources. The Procurement Technical Assistance Center (PTAC) counselor provides assistance in identifying, targeting, preparing proposals, submitting proposals, preparing and submitting performance reports, and collecting payment on government contracts. Assistance is designed to meet requirements of the Defense Logistics Agency, U.S. Department of Defense (DOD) but may include assistance to organizations seeking contracts with other federal agencies and with state and local governments. Counselors may also assist businesses in reaching operational competence that will enable them to better compete and perform in government contracting. Counselors are expected to make a concerted effort to seek out and assist Small Businesses. Outreach includes conducting educational training, workshops, and networking events throughout service area as well as partnering with other entities and calling on individual businesses. CPP certification is required for counselors. Initial certification is required within two years of employment.

Required Qualifications:

- Bachelor's degree in business, management, finance, accounting, or marketing, or related field.

Salary Information: \$50,000-\$55,000

For more information please contact unohr@unomaha.edu

To apply, please visit: <http://unomaha.peopleadmin.com/postings/8554>

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