

***Paid part-time position NOW with the potential to be hired full-time after graduation!***

# Apply Now Paid Part-Time Position

**LifeView Group/ GCE is Hiring**



## Business Development Associate Position

**Fall 2024: 20 hours/week  
Spring 2025: 20 hours/week**



**Apply using the QR Code** today for this hands-on work experience crafting business and marketing plans and direct exposure to industry practices with LifeView Group/GCE.



Seeking full-time UWF undergraduate students, preferably studying business, entrepreneurial leadership, and innovation or communication.

The UWF Talent Catalyst program combines work experience, classes, mentoring, and essential professional soft skills development.

Email: [workforcedevelopment@uwf.edu](mailto:workforcedevelopment@uwf.edu)



**UWF Talent Catalyst**  
UNIVERSITY of WEST FLORIDA



## Business Development Associate Position

### Minimum Qualifications, Knowledge, Skills, and Abilities:

- Education:
  - Must be a full-time UWF student, preferably in Business, Entrepreneurial Leadership and Innovation, or Communications undergraduate programs.
- Experience:
  - This internship is intended for a student in the senior year of their undergraduate program.
- Additional Requirements:
  - Must provide 20 hours per week for Fall 2024 and Spring 2025 sessions.
  - Must possess a valid driver's license in their state, have a satisfactory driving record, and be insurable under the corporate policy.

### Travel Requirements:

Travel by car, rail, and/or domestic air may be required. The percentage of time traveling will vary widely based on the circumstances.

### Essential Functions:

- Serve as the Primary Liaison with Spectrum Designs Inc.: Act as the day-to-day point of contact for program management, facilitating communication and project coordination between GCE and Spectrum Designs Inc.
- Support Business Plan Development: Collaborate with the Business Development and Operations teams to develop a comprehensive Business Plan for the embroidery and screen-printing business line in partnership with Spectrum Designs Inc. This involves understanding market needs, operational requirements, and strategic objectives.
- Draft Key Documents: Assist in preparing franchising, marketing, and profit-sharing documents, ensuring compliance with state and federal regulations. This task provides a practical understanding of legal and commercial considerations in business operations.
- Conduct Market Research: Evaluate the market potential for the embroidery and screen-printing line within local and regional contexts. This includes analyzing customer demographics, competitor positioning, and market trends.
- Explore Production and Real Property Requirements: Assist in identifying the physical and logistical requirements for the production facilities, contributing to the planning of efficient and compliant operational spaces.
- Develop Training Materials: Support the creation of employee training plans and materials, a critical component for operational success and staff development in the new business line.
- Flexible Responsibilities: Undertake additional duties as required, gaining broad exposure to various business development and operations aspects.

### Physical Requirements:

While performing the duties of this job, the team member is regularly required to sit, stand, and walk; use hands to handle or feel; reach with hands and arms; talk and hear. Vision requirements include close and classroom vision and:

- Must be able to operate office equipment.
- Must have the ability to focus on details and resist distractions.
- Long periods of sitting may be required.
- Must be able to lift to 30 lbs.

The mental and physical demands and environmental factors described here represent those a team member must meet to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### Location:

Onsite or Hybrid, Pensacola, FL.