

SMALL BUSINESS DEVELOPMENT CENTER COUNSELOR

GENERAL STATEMENT:

Provide business counseling to entrepreneurs and existing business related to business formations, financing, growth, personnel and organizational issues, marketing and other topics which may be appropriate to the situation.

REPORTS TO:

Director, Small Business Development Center

OCCUPATIONAL GROUP:

Para-professional

FLSA:

Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree preferred.

LICENSE OR CERTIFICATION:

Educational and training background relevant to business operations or professional certifications.

EXPERIENCE:

Varied business work experience. Work experience or business success could substitute for educational attainments.

OTHER:

Bilingual skills preferred.

DUTIES AND RESPONSIBILITIES:

- Provide counseling and training to existing and prospective entrepreneurs in developing business plans, marketing, record keeping and accounting, financing, management and other areas of small business ownership.
- Promote the services of the SBDC through sales calls, activities with civic organizations and by providing information to interested parties.
- Arrange seminars or other special events.
- Act as a liaison between clients and governmental or financing institutions.
- Promote small business development in the designated area.
- Develop a confidential relationship between client and counselor.
- Document counseling sessions with written reports submitted in a timely manner.
- Maintain records of civic organization contacts, business contacts and other activities performed in support of the goals of the SBDC.
- Participate in the goal attainment required of the TVCC SBDC.

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- Follow the general guidelines and requirements of our regional organization – the North Texas Small Business Development Network.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May required overnight travel.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 2/22/08

Revised 05/10/2011

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