



Trinity Valley Community College

Job Description

Small Business Development Center Advisor

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

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 success of that enterprise.

REPORTS TO:

Director, Small Business Development Center

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Bachelor's degree

PREFERRED:

Master's degree

EXPERIENCE REQUIRED:

Two (2) years' educational and training background relevant to business operations or professional certifications

PREFERRED:

Two (2) years' varied business work experience. Work experience or business success could substitute for educational attainments. Particular experience in social media/internet marketing or small business accounting is desirable.

OTHER LICENSES OR CERTIFICATIONS:

Bilingual skills preferred.

KNOWLEDGE AND SKILLS REQUIRED:

- | | |
|--|--------------------------------------|
| • Typing/Data Entry | • Attention to detail |
| • Computer software proficiency – Microsoft Office | • Time management |
| • Operating equipment – office or otherwise | • Operational systems and procedures |
| • Written and oral communication | • Organization |
| • Interpersonal and/or customer service skills | • Federal Regulations and Directives |
| • Public Speaking/Presenting | • Operational Systems and procedures |
| • Bookkeeping | • Budget and accounting principles |
| • Basic Math | • Compliance Law |
| • Leadership/ Management | • Administrative practices |
| | • Advertising/Marketing practices |
| | • Website design |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.



Trinity Valley Community College

Job Description

Small Business Development Center Advisor

RESPONSIBILITIES:

- Responsibility for marketing the SBDC both in territories assigned to you and for our organization as a whole.
- Demonstrate the ability to research in support of client recommendations.
- Promote area wide services of the SBDC through sales calls, activities with civic organizations and by providing information to interested parties.
- Develop and organize seminars, research projects, and work to assist in compliance for hot, regional, national goals, and strategies.
- 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 advising 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.
- Staff a TVCC SBDC remote office likely one day minimum in Forney and another to be determined
- Willingness to accept training and professional development in a broad range of business advising skills.
- Ability to research information and answers for the benefit of the client
- Follow the general guidelines and requirements of our regional organization – the North Texas Small Business Development Network.
- Direct responsibility for use of personal skills in helping the office to be successful
- Other duties as assigned by appropriate supervisory personnel.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- | | |
|-------------------------------------|---------------------------|
| • Standard office equipment | • Multi-line phone system |
| • Personal computer and peripherals | • Copier |
| • Calculator | • Fax machine |

PHYSICAL DEMANDS:

- Requires: Fingering, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Sedentary, Computer Work
- Subject to: Reaching, Standing, Grasping
- May need: Walking, Light Work
- Occasionally need to: Balancing, Stopping, Kneeling, Crouching, Light work

MENTAL DEMANDS:

- Emotional control under stress 25% of the time
- Frequent interruptions more than 25% of the time

OTHER DEMANDS:

None



Trinity Valley Community College

Job Description

Small Business Development Center Advisor

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

****THIS POSITION IS GRANT FUNDED AND IS CONTINGENT ON CONTINUED FUNDING.**

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 9/30/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Exempt	TVCC Job Code:	1396
DBM:	C	Travel Required:	25-50% of the time
IPDEDS/SOC CODE:	43-9199	Employment Status:	Full-Time
BLS SOC #:	215	Length:	12 Months (GRANT FUNDED)
FUND:	200	TRS POS. CODE	TRS 03

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