

SMALL BUSINESS DEVELOPMENT CENTER ADVISOR

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 success of that enterprise.

REPORTS TO:

Director, Small Business Development Center

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree required; Master'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. Particular experience in social media/internet marketing or small business accounting is desirable. Business ownership experience preferred

OTHER:

Bilingual skills preferred.

Reliable transportation required.

This position is grant funded and relies on Federal and State budgets for continuation.

DUTIES AND RESPONSIBILITIES:

- Plan and support special projects including seminars, research projects and other work assisting compliance for host, regional and national goals and strategies.
- Complete research in support of client recommendations.
- Responsible for marketing the SBDC, both in territories assigned to you and for our organization as a whole.
- Promote area-wide services of the SBDC through sales calls, activities with civic organizations and by providing information to interested parties.
- 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 and work with clients outside of the Athens office.
- Willingness to accept training and professional development in a broad range of business advising skills.
- 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.

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- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- Required overnight travel on occasion.
- May require two days per week in remote offices of the SBDC within our five county area.

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 06/10/2019

JD396