

Sul Ross State University

Position Description

Official Title: Senior Business Advisor **Job Code:** 3261 **Salary Group:** Unclassified (4)
starting \$49,000 per contract (11/29/11)

Summary

Function: Provides information and advice to small businesses through the department's service area and provides leadership and support in conjunction with the SBDC director for other Business Development Specialists.

Scope: Provides individual counseling, group training, and guidance to fellow staff.

Duties

Essential: Provides counseling and training to existing and prospective entrepreneurs in developing business plans, marketing, record keeping and accounting, financing, management, etc.; makes recommendations and provides appropriate documentation to clients and to Center Director; draws heavily upon analytical and communication skills in working with clients; acts as a liaison between clients and governmental agencies, financial institutions, and private industry; develops and conducts training seminars throughout the region; aids in developing the overall economy of the region. Mentors new Business Development Specialists as needed, and approved by the Director. Serves as point of contact for the SBDC in the Director's absence. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Receives instructions from Director of the Small Business Development Center.

Given: May supervise student interns and new Business Development Specialists as assigned by the Director.

Education

Required: Master's degree, preferably in business-related field, or equivalent experience.

Preferred: Additional work related training beyond BDS to at least CBA level III.

Experience

Required: Minimum of five years successful business experience, banking, consultation or business training. Track record of meeting SBDC goals and metrics. Ability to exercise discretion, independent judgment, and act upon decisions within scope of authority.

Preferred: Experience with SBA loan programs, development of business plans, all functions of the SBDC, various types of financing, extensive community contacts.

Equipment/Skills

Required: Working knowledge of small business operations; able to communicate effectively with clients, colleagues, and government officials; must possess advanced skills in working with computers, particularly word processing, spreadsheets, and windows. Must possess excellent organizational skills and broad knowledge of business management and financial analysis.

Preferred: Fluency in Spanish.

Working Conditions

Usual: Extensive travel may be required, including some overnight stays and some out of state travel; exempt from overtime provisions. Current driver's license and driving record acceptable to the University must be maintained as a condition of employment. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director. Date adopted: January, 2012