

Sul Ross State University

Position Description

Official Title: Business Advisor **Job Code:** 3260 **Salary Group:** Unclassified (4) starting \$48,000 per contract

Summary

Function: Provides information and advice to small businesses through the department's service area.

Scope: Provides individual counseling and group training.

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; conducts training seminars throughout the region; aids in developing the overall economy of the region. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Travel is required and compensated including some overnight travel. The position serves a large geographic area. Current driver's license and driving record acceptable to the University must be maintained as a condition of employment.

Supervision

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

Given: May supervise students.

Education

Required: Bachelor's degree, preferably in business-related field.

Preferred: Master's degree.

Experience

Required: Minimum of two years successful business experience, banking, consultation or business training.

Preferred: Experience with SBA loan programs.

Equipment/Skills

Required: Working knowledge of small business operations; able to communicate effectively with clients, colleagues, and government officials; must possess skills in working with PCS, particularly word processing and spreadsheets and windows.

Preferred: Fluency in Spanish. Extensive travel may be required, including some overnight stays and some out of state travel; exempt from overtime provisions.

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 revised: April 2015