



POSITION DESCRIPTION

TITLE: Business Development Advisor **CATEGORY:** Professional
FLSA STATUS: Exempt **GRADE:** E

JOB SUMMARY: Responsible for advising prospective and existing Small Business Development Center (SBDC) clients, fostering economic growth by helping clients develop business strategies, access capital, improve business operations, and grow their businesses. The business advisor works closely with the SBDC team and stakeholders to achieve impactful results. In-person work on campus is an essential function of this position.

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ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Coordinate and provide one-on-one business advising to small business owners and entrepreneurs on various business-related topics, including business planning, financial analysis, marketing, management, and other essential business ownership areas.	30%
2. Assist and guide clients with project feasibility, business plan development, financing options, providing management and technical assistance services, and ongoing project development.	20%
3. Maintain accurate and detailed client records in compliance with Texas Southwest (TXSW) SBDC Network reporting requirements. Conduct client follow-ups and identify areas for additional support. Adhere to TXSW SBDC Network annual performance metrics.	15%
4. Represent the SBDC at business and community events to strengthen outreach and collaboration efforts with stakeholders.	15%
5. Complete the certification requirements in the TXSW SBDC Network Business Advisor Certification Program.	15%
6. Perform other duties as assigned.	5%

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Five (5) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Effective interpersonal, communication, written and oral skills;
- Knowledge of small business operations, financial analysis, and marketing strategies;
- Experience in managing client caseloads;
- Proficiency in Microsoft Word, Excel, PowerPoint, and Business Software tools;
- Ability to work independently and as part of a team in a fast-paced environment;
- Knowledge of Small Business Administration (SBA) programs and services;
- Ability to solve problems with minimum supervision;
- Ability to work with a wide variety of individuals and organizations;
- Ability to work with confidential material;
- Experience in conducting workshops or seminars.

2. Equipment Used: Personal Computer and other equipment associated with an office environment.

3. Software Used: A variety of spreadsheet, Windows XP, Microsoft Office, business analysis software, database management system, MS Outlook Express, the Internet, and QuickBooks Pro accounting software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit and reach with hands and arms. The employee is occasionally required to stand; use hands to handle, or feel and stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

POSITION TITLE:	Business Development Advisor
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision(ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very Quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X

Employee Signature

Date