

PROFESSIONAL POSITION DESCRIPTION

Position Title: Business Advisor
Division: School of Business
Department: Small Business Development Center
Location: Portland
Schedule: Full-Time
Reports to: State Director, Small Business Development Center

STATEMENT OF THE JOB:

As MSBDC Business Advisor, has primary purpose to improve managerial skills of small business clients by providing high quality advising, training, and referrals to sources of financing and other business assistance.

ESSENTIAL FUNCTIONS:

- Appropriately applies general and specific knowledge and interpersonal skills to specific client case.
- Analyzes client businesses and assists clients in identifying problem areas and developing solutions to address problems.
- Identifies and communicates to clients the availability of other public and private resources of business assistance and financing. Assists clients in applying for regional, state and federal resources, Refers clients to other in-house SBDC services where appropriate.
- Assists clients with all aspects of business start-up and acquisitions, financial management, personnel development, market research and planning, accounting and record keeping and most other aspects of business management.
- Acts as an advocate on behalf of client and as a liaison between client and those organizations or individuals to whom the client is referred.
- Coordinates and provides counsel to other advisors working on in-depth cases at the Portland Center.
- Stays abreast of and briefs staff on current programs and major issues pertinent to small business.
- Additional duties as reasonably assigned.

SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES*:

(Eliminate any that do not apply)

- Direct responsibility for safety and security of employees, students, minors, and/or visitors or property.
- Ability to drive a University vehicle and provide proof of a valid driver's license.
- Ability to drive colleagues, students or others and provide proof of a valid driver's license.
- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.

- Work on federally funded projects.
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SUPERVISORY RESPONSIBILITIES:

BUDGET RESPONSIBILITIES:

PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:

Referenced under “Essential Functions.”

INTERNAL AND EXTERNAL CONTACTS:

Internal: Referenced under “Essential Functions.”

External: Referenced under “Essential Functions.”

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of skills needed by small business owners/operators including, but not limited to: marketing; business plans; management reporting; recordkeeping; human resource management; cash management; work flow; legal requirements; safety standards; and organizational structure.
 - Ability to guide clients on all aspects of financial management including financial management, structuring, packaging, securing, and managing capital, monitoring cash flow, investment strategies and resources, SBA and other loan workouts for companies with outstanding financial obligations.
 - Knowledge of other in-state or national SBDC resources, or to outside resources such as banks, venture capitalists, lawyers, consultants market researchers, and other public and private sector agencies, companies, and individuals who might be of help to small business owners/operators.
 - Proven analytical and research skills.
 - Proven interpersonal competences.
 - Proven oral and written communication abilities.
 - Possesses an attitude that fosters a respectful, non-threatening workplace environment.
 - Ability to multi-task.
 - Knowledge of adult learning techniques.
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QUALIFICATIONS:

Required:

- Bachelor’s Degree in Business or equivalent degree.
- Minimum of five years broad business management experience including small business operations and senior business-related management experience including financial management, personnel development, market research and planning, accounting, and profit and loss accountability.

License/Certifications:

- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.

Preferred:

- Masters in Business Administration or equivalent advanced degree.
- Experience in delivering small business technical assistance.

NOTE: All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities as checked above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

Date Approved:

Date Revised:

Job Family: 14
Salary Band: 104
Unit: UMPSA
CUPA code: 404120
Employee:
Position #: 00025895