JOB DESCRIPTION

TITLE

Small Business Advisor

JOB SUMMARY

The Small Business Advisor provides a full complement of business advisement services specific to women in Texas per the mission of the Center for Women in Business to provide the tools for startup businesses to succeed including training, funding, coaching and networking opportunities for prospective business owners. Provides direct technical assistance to small business clients in the research and development of business plans, loan proposals and related business development requirements, as well as business management practices, methods, and techniques. Evaluates business proposals together with client financial and business status to assess viability and bankability of proposals and advises clients as appropriate. Provides advice and assistance in the establishment and maintenance of financial records and recordkeeping systems in compliance with all relevant business, accounting and taxation laws, regulations, guidelines, and standards. Work is performed under minimal supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Center for Women in Business

Supervises: Program Coordinator, Student Assistants, Graduate Assistants, and volunteers

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides direct technical assistance to small business clients in the research and development of business plans, marketing plans, loan proposals and related business development requirements as well as business management practices, methods, and techniques.
- Evaluates business proposals together with client financial and business status to assess viability and bankability of proposals; advises clients as appropriate.
• Provides advice and assistance in the establishment and maintenance of business and financial records and recordkeeping systems.
• Builds relationships with area stakeholders to develop client referrals and training opportunities.
• Oversees development, promotion, coordination, and delivery of small business management training programs and workshops.
• Monitors operational activities, evaluates effectiveness of results, and prepares reports as appropriate.
• Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

• Performs other duties as requested.

EDUCATION

Bachelor's degree in an area generally related to program content. Master's in Business Administration degree preferred.

EXPERIENCE

Five years of experience in entrepreneurial programming support, or generally related area.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES – The following are essential:

• Knowledge of the characteristics and prerequisites of a successful business loan proposal.
• Knowledge and understanding of the principles and practices of small business operations.
• Knowledge of basic business accounting.
• Knowledge of federal and state financial and tax regulations pertaining to small businesses.
• Knowledge of startup business requirements.
• Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
• Ability to travel.
• Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
• Ability to communicate effectively orally, by phone, in person, and in writing.
• Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ________________________ Date: ______________

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Printed Employee Name: ____________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.