
Job Title	SBDC Senior Business Advisor
PVN ID	LE-2111-004415
Category	Managerial and Professional
Location	LEHMAN COLLEGE
Department	School of Continuing and Professional St
Status	Full Time
Annual Salary	\$55,000.00 - \$72,000.00
Hour(s) a Week	35
Closing Date	Mar 10, 2022 (Or Until Filled)

General Description

Duties and Responsibilities:

At a Regional Center, provides a comprehensive range of small business-based assistance including one to one client counseling in the area of business plan development; analyzes, prepares and structures financial statements, such as cash flow projections, income statements and sources and uses statements; provides assistance in automated and manual record keeping systems; and assists clients with market related issues such as advertising, promotional functions, market surveys, and other related topics.

- Experience and understanding of loan packaging for small businesses.
- Implements and/or participates in training sessions sponsored by the SBDC and provides follow up services as necessary to attendees. Sessions are in many forms including long term classroom situations, single and multi-day conferences where relevant topics are discussed in open forums, and in other public situations.
- Gathers written feedback from assisted clients for program service refinement and promotional purposes.
- Acts as a clearinghouse for information for clients and other interested individuals and refers, when appropriate, those individuals to outside entities that can provide additional support services.
- Provides direct assistance to junior staff in meeting client and program objectives.
- Coordinates student intern program including screening, selection, and performance evaluations. Interfaces, when necessary, with campus faculty sponsors.

Other Duties

Complexity of Duties (in order of priority):

Providing quality one to one advisement to a varied and complex range of clientele requires a wide breadth of knowledge in many areas. Many clients can be serviced on a short-term basis while other clients require long-term counseling depending upon the client's level of expertise or the sophistication of the venture.

- Strong organizational skills are critical in maintaining an elevated level of activity while adapting to the time-sensitive nature of business decision-making.
- Conducting an SBDC sponsored training event involves careful planning including:
 1. Identifying a topic that effectively addresses an identified need in the business community;
 2. Securing the services of appropriate experts in the field;
 3. Selecting time, date, and location for the event;
 4. Providing follow-on one-to-one counseling to attendees when requested; and
 5. Gathering feedback from attendees to evaluate the quality of the event and to help identify topics for future events.
- Establishing a comprehensive and credible network of professional contacts for referral purposes are a critical component of an advisor's responsibilities. New contacts are established on an ongoing basis so that resources can be utilized in response to an ever-changing business climate.

Qualifications

Experience: The position requires no less than three years' experience in private sector business or related public technical assistance environment.

Education: The position requires a bachelor's degree in business, management, finance, economics, or related field.