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<b>Job Title</b>	Business Advisor
<b>PVN ID</b>	NY-2206-004839
<b>Category</b>	Instruction and Social Service
<b>Location</b>	NYC COLLEGE OF TECHNOLOGY
<b>Department</b>	Small Business Development Center
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$20.00-\$25.00
<b>Hour(s) a Week</b>	20.00-35.00
<b>Closing Date</b>	Aug 02, 2022 (Or Until Filled)

## General Description

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**RESPONSIBLE TO:** Director of Small Business Development Center

**GENERAL DESCRIPTION:**

Works closely with the Brooklyn Regional SBDC Center Director and staff while providing confidential, one-on-one counseling and coaching to business owners and start-up business owners in the areas of business management, marketing, sources of capital, planning, etc.

## Other Duties

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**Essential Functions:**

- Provides business counseling at the SBDC or at the site of the business
- Enters client contact report and other pertinent data into Center IC within 5 days of client contact for SBA Compliance
- Utilizes Center IC to manage business caseload, provide timely follow-up, etc.
- Facilitates the linkage of resources or sources of information with those for whom he/she provides counseling and coaching
- May teach workshops such as "Going into Business" and "How to Write a Business Plan" and or other topics related to small business
- Communicates and empathizes with the business owners in a patient and sincere way
- Performs appropriate paper work and assists in the preparation of grant funder reports as requested
- Stays aware of the changing needs of business owners and manager and develop curriculum when appropriate and knowledge accordingly

- Stays abreast of business technology including computerized accounting software
- Prepares documentation of client visits in accordance with local SBDC and state requirements
- Communicates with SBDC staff concerning schedule of appointments
- Represents UCC and the SBDC in a positive way to area businesses
- Encourages businesses to utilize the various programs offered by the SBDC
- Incidental Functions:
- Refers clients to other resources and professionals when necessary
- Performs other duties as assigned

## Qualifications

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- Knowledge of sound, practical business practices, finance and accounting
- Knowledge of banker expectations of the small business owner
- Knowledge required in ways to facilitate the linkage of people with other peoples, organizations and sources of information
- Skill in dealing with business owners and their staff
- Skills in assessing business training needs, whether the assessment methods be formal or informal
- Skills in relating to the business owner and adult learner
- Skills required in being supportive to others and being positive
- Ability to communicate, analyze business situations and needs and ability to deal with others in a positive and encouraging way
- Bilingual a plus
- **CUNY Mandatory Vaccine Mandate**

Supplemental Information

### **SPECIAL INSTRUCTIONS TO APPLICANTS:**

For full consideration applicants must submit with their application all of the following:

1. A cover letter which addresses your interest in and how you meet the minimum qualification requirements for the position;
2. Current resume that includes educational and professional work experience;
3. A list of 3 professional references listing contact information including email address;