Business Advisor (Business Consultant, UCP 7), CT Small Business Development Center, UConn School of Business

The Connecticut Small Business Development Center (CTSBDC) in the School of Business is seeking a full-time Business Advisor (Business Consultant), UCP 7.  The incumbent will report to the State Executive Director of the CTSBDC and will provide management, financial and general counseling and training programs to owners of small businesses in the assigned geographic region, with travel throughout the state as needed for meetings, events and activities. This position will be located at the Chamber of Commerce in Bristol, CT, with an expectation of regular travel to one of many SBDC partner locations in north central and northwest Connecticut, including the Hartford School of Business campus, Greater Danbury Chamber of Commerce, Middlesex Chamber of Commerce, Greater Waterbury Chamber of Commerce, and Chamber of Commerce of Central Connecticut as well as municipal offices or other locations.  In-state and out-of-state travel, as well as flexible hours, will be required.

**Duties and responsibilities include but are not limited to:**

* Providing technical and management assistance to the small business community via traditional on-site visits, mailings, phone or other market development methods.
* Providing in-depth counseling or recommending course of action to small business owners or those starting a business in areas such as management techniques, marketing products/services and evaluation of finances.
* Offering advice and guidance on all matters of starting, building, and sustaining a business or community-impactful organization, including knowledge of financing programs and public and privately owned assistance programs.
* Planning, coordinating and evaluating the success of advising, learning and training programs for the CTSBDC client base.
* Conducting and/or supervising on-site administration of community outreach, client development, informational, and training programs, making all necessary arrangements.
* Responding to clients within a 24 hour period and arranging meetings with the client within two weeks of receiving initial application.
* Assisting with the promotion and community/stakeholder support of the program; assisting with promotional activities such as advertising, brochures, and mailings.
* Maintaining personal travel, expense, and other records and submitting expense forms to internal management.
* Performing administrative tasks such as preparing correspondence, creating reports and collecting data as required; assisting in budget planning and forecasting.
* Participating in CBA e-Learning certificate program or similar as required and maintains all appropriate certifications.
* Participating in program-related communication methods in accordance with internal policies.
* Maintaining close contact with business community and governmental agencies to asses clients’ needs and keep informed of business conditions and changes in laws/regulations affecting small business.

**Minimum Qualifications**

* Bachelor’s degree in business or related field.
* At least five years of entrepreneurial, business management, financial, counseling or business education experience.
* Ability to advise, counsel, and mentor individuals from diverse backgrounds, cultures, or financial situations.
* Ability to plan, conduct and implement client development and recruitment programs.
* Demonstrated experience working independently and accurately, taking initiative, exercising sound judgment when making decisions and meeting deadlines.
* Proven experience working well as part of a team.
* Willingness and ability to work flexible hours and travel.
* Demonstrated proficiency with mobile device technology including smartphones and tablets.
* Demonstrated excellent written and verbal communication skills.

**Preferred Qualifications**

* Master’s degree.
* Familiarity with web-based client tracking systems.

**Appointment Terms**

This is a full-time, 12-month, annually renewable position with excellent benefits.

**To Apply**

Please apply online at UConn Jobs at [www.jobs.uconn.edu](http://www.jobs.uconn.edu/), Staff Positions to submit a **letter of application**, **resume**, and the names and contact information of **three professional references**.  Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2017433)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 7, 2017.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University’s teaching, research, diversity, and outreach missions, leading to UConn’s ranking as one of the nation’s top research universities. UConn’s faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.