



# Clovis Community College

## JOB DESCRIPTION

**POSITION:** SBDC Business Advisor  
**ENTRY SALARY:** \$29,358.42 - \$34,034.52  
**GRADE:** PR 11 Steps 01-06  
**DATE AVAILABLE:** March 21, 2016

**This is a twelve-month renewable position contingent upon grant funding.**

### JOB SUMMARY:

Under indirect supervision, guide clients in the development of a comprehensive business plan and operating plans for management, market, organizational structure, financial management and financial proposal development.

### ESSENTIAL FUNCTIONS:

Assist individual clients in development of comprehensive business plans, marketing plans, financial assistance applications, procurement applications, dealing with marketing challenges, organizational conflict, personnel matters, commercialization of technology, completion of regulatory compliance documentation and business phase strategies. Maintain client database by preparing detailed written assessment and make recommendations for improvements. Keep abreast of business trends, techniques, and processes. Work collaboratively with peers and the business community to expand expertise. Coordinate, prepare, and present documentation for work completed and special projects as assigned by the Director. Organize and maintain SBDC Centers' resource database. Assist the Director in preparation of the annual SBDC budget and work with colleagues to develop and deploy annual actions plans that align with the organizational strategic plan. Represent the Director when required. Must be able to travel to sites other than CCC in order to make presentations, coordinate or attend meetings. Must attend local, regional, statewide, and national meetings/events. Must be available to work hours that vary with normal hours from 8:00 a.m. to 4:30 p.m. Schedule includes occasional early morning, evening and weekend sessions. Requires frequent to continuous movement within the College, continuous sitting and handling of small objects such as paper and pen. Requires pushing, pulling, and lifting of up to 25 lbs.

### ADDITIONAL DUTIES AND RESPONSIBILITIES include but are not limited to:

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS:

Bachelor's degree in a business related field is preferred; or equivalent experience in business management; or equivalent experience in financial analysis; or Bachelor's degree in any field with either two years of business management or business ownership. Strong understanding of financial statements, experience in establishing economic development, community, and business relationships; experience in advising small businesses; experience delivering business presentations on a variety of topics in a public setting to diverse audiences; program and/or product development experience; and/or work experience with manufacturing and/or technology. Demonstrated ability to communicate effectively in both oral and written form. Ability to establish and maintain effective and harmonious work relations with staff, faculty, students, College officials, clients, government agency(s), business resources, trade/civic associations and the general public. Computer skills with working knowledge of various software packages are necessary.

### APPLICATIONS:

Clovis Community College is a modern comprehensive community college offering lower division courses, vocational- technical education, adult and continuing education and community services. Applicants should submit a cover letter, resume including names and telephone numbers of three work related references, transcripts, and a CCC application to the Human Resource Services Office, Clovis Community College, 417 Schepps Blvd., Clovis, NM, 88101. **Application deadline is open until filled.**

Individuals with disabilities who require special accommodations should contact the ADA Coordinator at 769-4098.  
Clovis Community College hires only U.S. citizens and an alien lawfully authorized to work in the U.S. and is an EEO employer.

Applications packets can be downloaded from the Clovis Community College website: [http://www.clovis.edu/jobs/current\\_jobs/sbdc-business-advisor.aspx](http://www.clovis.edu/jobs/current_jobs/sbdc-business-advisor.aspx)