**Job Posting Title:** Pre-Venture Business Advisor

**JOB SUMMARY**

The Connecticut Small Business Development Center (CTSBDC) in the School of Business is seeking a full-time Pre-Venture Business Advisor.  The incumbent will report to the CTSBDC State Director and will advise and counsel individuals seeking to start a business, covering management, finance, marketing, and license and registration topics, and providing an overview of tax obligations and other topics. The advisor will be expected to address such topics as: market research, marketing strategies, and customer acquisition; international trade import/export; general understanding of organizational issues related to business structure; operations; accounting/financial analysis; federal, state and local resources for startup and young businesses; and veterans’, women’s, and minority business issues The position will be based at the CTSBDC Lead Office in East Hartford, CT.  Flexible hours, as well as in-state and out-of-state travel will be required as needed.

**DUTIES AND RESPONSIBILITIES**

Include but are not limited to:

* Providing technical and management assistance to the small business community through traditional on-site visits, mailings, phone or other client outreach methods.
* Providing in-depth counseling and recommending course of action to owners of small businesses or to those about to start a business, in key areas such as business models and plans, startup financing, presentation of financial material, evaluation of current financial condition, industry specific Federal and state regulations, and marketing products/services.
* Assisting clients in developing and recording their business concepts and uses industry tools such as the Business Model Canvas and business plan outlines.
* Maintaining and enhancing the SBDC program’s ability and capacity to offer reasoned, logical advice and guidance on all matters of starting, building, and sustaining a business.
* Enhancing and delivering quality programs to the CTSBDC client base and CTSBDC colleagues including planning, coordinating, and evaluating success of advising, learning, and training programs.
* Keeping current on and informing clients about changes or current developments in regulations, laws, or conditions that may affect their business.
* Conducting and/or coordinating on-site administration of community outreach, client development, informational, and training programs, and makes all arrangements necessary to deliver these programs.
* Working toward the goal that each client request receives a response within two (2) business days during the business week, and offering an initial consultation with a client within 10 business days of the client submitting initial application.
* Performing necessary administrative duties such as correspondence, progress and summary reports, and the collection of data as required and utilized by the funding agency.
* Participating in professional development programs, online courses, and other self-learning activity.
* Building and maintaining effective working relationships with public agencies, service organizations, and the private sector in order to better assist clients and to keep informed of general business conditions and changes in regulations/laws affecting small business.

**MINIMUM QUALIFICATIONS**

* Bachelor's degree in business, counseling, social work or related field.
* At least five years of experience of entrepreneurial, business management, financial, counselling, or business education experience or experience with SBDC program methodology.
* Ability to assess the unique needs of each business and relay that information clearly and succinctly.
* Ability to advise, counsel, and mentor individuals from diverse backgrounds, cultures, and financial situations.
* Ability to plan, conduct and implement client development and recruitment programs.
* Ability to work flexible hours and travel, both within and outside Connecticut, on behalf of client/program objectives.
* Demonstrated proficiency with mobile device technology including smartphones and tablets.
* Demonstrated excellent written and verbal communication skills.

**PREFERRED QUALIFICATIONS**

* Master’s Degree in business, counseling, or social work.
* Familiarity with web-based client tracking systems.
* Experience in counseling or advising small business owners and entrepreneurs.

**APPOINTMENT TERMS**

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

**TO APPLY**

Please apply online at UConn Careers (<https://hr.uconn.edu/jobs/>), Staff Positions, Search # 494386 to submit a **letter of application**, **resume**, and the names and contact information for **three professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on March 18, 2020.

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.*