



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

LIMITED PERIOD POSITION DESCRIPTION*

POSITION:	Business Advisor
REPORTS TO:	Director of Program Delivery, Goldman Sachs <i>10,000 Small Businesses</i> Rhode Island
GRADE:	PSA 12
WORK SCHEDULE:	Non-Standard; 35 hours per week
SUPERVISES:	Support Staff

JOB SUMMARY: A *10,000 Small Businesses* Business Advisor (GS10KSB) is one who:

- Is committed to working with their designated small business owner scholars at the Community College of Rhode Island in a facilitative and supportive manner to identify their business needs and provide or obtain appropriate assistance
- Uses a model of community engagement to link scholars to other Business Support Services
- Works in a collaborative and supportive manner within the classroom and in advising sessions to help the scholars complete the program and program deliverables
- Brings appropriate practitioner oriented expertise to the classroom, along with an appreciation for theoretical frameworks
- Guides the scholars through the Access to Capital program opportunities
- Participates in measurement and evaluation activities as needed (including validation)
- Is dedicated to the program outcomes of job creation and revenue generation

DUTIES AND RESPONSIBILITIES:

Business Advisors are essential to the success of the scholars in the *10,000 Small Businesses* program. The BAs advise their designated scholars as to the completion of the GS10KSB deliverables and the growth of their business, support the classroom environment, and link scholars to business support services.

The specific duties of the GS10KSB Business Advisor includes:

Advising and Curriculum Support

- Meets with scholars on an individual basis at least 6-8 times per program (target of approximately 1.5 – 2 hours per meeting through a combination of in-person and phone/on-line meetings) to guide business growth with the final meeting dedicated to quality control of the growth plan and an advisor transition plan
- Assists scholars in learning how to use professional services (advisors) appropriately

Knight Campus

- Works with scholars to connect them to external Business Support Services (local entrepreneurship ecosystem) as needed for specialty services
- Works with scholars to understand, collect and apply business metrics to support growth
- Assists within the classroom to coordinate group activities and support faculty
- Helps scholars apply course content to their businesses
- Leads bi-weekly planning sessions to support scholar business growth
- Attends all GS10KSB modules, clinics and program events at CCRI to support scholar learning

Curriculum Participation

- Participates in the national GS10KSB Training Seminar with a particular focus on:
 - Advising for business growth using the program deliverables (Growth Plan)
 - Techniques for facilitating peer learning
 - Planning and conducting individual meetings with scholars, including how to support scholars through the “Scholar Support System”
 - Collecting and validating baseline and graduation Measurement and Evaluation tools and advancing a metric based mindset
 - Understanding the content and delivery approach of the curriculum
- Cohort Preparation at CCRI:
 - Connects with the local partner CDFI as guided by the Business Support Services Director at CCRI
 - Assists in scholar recruiting as directed by the Business Support Services Director at CCRI
 - Reviews scholar applications as part of admission process
 - Reviews accepted scholar data (applications and baseline assessment tools) to understand scholar’s individualized needs as well as the needs of the cohort
 - Plans advising schedule and approach
 - Works with Program Manager at CCRI to create scholar profiles for program use
 - Works with advising team to assign scholar Growth Groups

Community Building

- Participates in a quarterly call for Business Advisors with national partners (exchange of updates, best practices, new challenges, etc.)
- Networks with business support services to enhance the local entrepreneurship ecosystem and to advance program recruitment
- Engages in scholar alumni program events as needed

Assessment

- Participates in assessment of scholars through measurement and evaluation activities
- Participates in assessment of curriculum sessions through post session debriefings
- Participates in assessment of program through team debriefing and review process

Other duties as needed to support program success.

QUALIFICATIONS:

- Bachelor’s degree, preferably in business, entrepreneurship, sales or related field, is required. Advanced degree welcomed.

- A minimum of three years' successful experience in business advising for a small business clientele
- Proven ability to work in a team environment and manage multiple tasks efficiently and effectively
- Strong spoken and written communication skills
- Ability to work a flexible schedule
- High personal and professional ethical standards

LICENSES, TOOLS AND EQUIPMENT:

- Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

***This position is grant funded and limited in duration with the possibility of renewal.**

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.