

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** BUSINESS ADVISOR

**Reports To:** Designated Supervisor

**UW Job Code:** 3821

**UW Job Family:** 33 – Management Support

**SOC Code:** 13-1111

**FLSA:** Exempt

**Pay Grade:** 22

**Date:** 8-1-10

### **JOB PURPOSE:**

Provide business advising to small businesses and entrepreneurs in assigned areas including training development, presentations at events, and networking throughout the state.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide advising and assistance to small businesses and entrepreneurs.
- Conduct research and advice on business plans, cash flow and other financial analysis, and various topics related to business start-up and expansion.
- Develop areas of expertise/specialties as outlined in the job description and deliver statewide.
- Work with clients to accommodate their needs requiring work outside business core hours including training and conferences.
- Record accurate and timely client data into database; performs reporting and budget responsibilities meeting federal and state milestones outlined by the programs.
- Collect, review, interpret and prepare data for programmatic reports to federal and state funding partners.
- Develop, facilitate, and present a variety of business workshops, training and information events on-site and through distance methods to promote small business growth and education.
- Represent and promote the organization's services; network and collaborate with other economic development entities statewide with a focus on the assigned area; may fill in for Regional Director or Project Manager, as assigned.
- May be designated as position serving as Management Information System Manager or business ethics and drug-free workplace specialist, and other specialties to be determined for the Small Business Development Center, or designated as a specialist in government procurement using business research tools, especially online tools related to government contracting, for the Procurement Technical Assistance Center, or market research specialist for the Market Research Center.
- Work on other special projects and events, as assigned.

## **SUPPLEMENTAL FUNCTIONS:**

- Participate in network-planned events such as annual strategic planning retreats and other scheduled network-wide events.

## **COMPETENCIES:**

- Collaboration
- Formal Presentation Skills
- Influence
- Innovation
- Individual Leadership
- Strategic Planning

## **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree in business administration or related field**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Some positions require APTAC Level I certification within two years as determined and stated in position advertisement.**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Business administration theory and advising techniques.
- Communication methods and techniques.
- Basic research and reporting techniques.
- Public relations and marketing principles.
- Training techniques, methods and practices.
- Project planning and project supervision, methods and practices.
- Coaching and mentoring techniques.
- Financial analysis, reporting, budgeting and business finances methods.
- Strategic business planning and development methods.
- Applicable University, federal and state rules and regulations.
- Special events and workshop development, planning and assessments.
- Supervisory methods and techniques.
- Federal online computer systems applicable to area.
- Computer and online distance technology including database reporting and using computer systems.

Skills and Abilities to:

- Provide advice on business start-up and expansion; collect information from existing business knowledge base, interpret and disseminate business information to clients.
- Understand financial analysis, reporting, budgeting, and business finances.
- Effectively communicate and use coaching and mentoring techniques.
- Work with diverse populations.
- Represent and promote organization's services.

- Network and collaborate with statewide economic development entities.
- Collect, organize and interpret complex data.
- Use computer and distance online technology.
- Learn new computer and distance online applications.
- Listen to clients and assist with business plan development.
- Develop and participate in workshops and special events.
- Train clientele on business processes including step-by-step assistance where appropriate.
- Work with funding agencies and report on milestone events.
- Work as a team member and foster a cooperative work environment.

### **WORKING CONDITIONS:**

Routine office working conditions. Extensive in-state and some out-of-state travel is required; valid driver's license required; exposed to electrical and video display terminal exposure routinely; hand and eye coordination with repetitive hand movement; and must be able to lift up to 100 pounds rarely.

Authorized by UW HR Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.