**Small Business Advisor, Part-time**

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening.  To apply for the position, please click the **Apply for this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link.  If you would like to print a copy of this position for your records, click on the **Print Preview** link.

[**Bookmark this Posting**](https://www.jobs.linnbenton.edu/bookmarks?posting_id=6164) **|** [**Print Preview**](https://www.jobs.linnbenton.edu/postings/6164/print_preview) **|** [**Apply for this Job**](https://www.jobs.linnbenton.edu/postings/6164/pre_apply)

**Please see Special Instructions for more details.**

Please complete the online application. Required documents: \*1) Resume 2) Written response to the question shown in the Special Notes to Applicants section of this job announcement.\* Transcripts from a non-U.S. college or university must be accompanied by an international credential agency evaluation. Please see "Academic Transcript Information" on Employment Opportunities home page for more information and a list of agencies which perform this service. Applications are reviewed for minimum qualifications. In order to be considered, your application must clearly show you meet the minimum qualifications for this position. U.S. Veterans will need to attach proof of honorable discharge (Form DD-214) to their application to qualify for veteran's consideration.

**Posting**

**Position Information**

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| **Posting Number:** | 0600631-NC |
| **Position Type:** | Faculty Pools |
| **Position Title:** | Small Business Advisor, Part-time |
| **Division/Department:** | Small Business Development Center |
| **Job Summary:** | Assist small business owners on a one-to-one basis with a wide variety of business management challenges. Flexibility to meet schedules of clients in Linn and Benton counties. |
| **Required Qualifications:** | Minimum of BA/BS degree in Business or a related field. Candidates who have not achieved this level of education may be considered with significant documented experience in a Business related field. Demonstrated understanding of the challenges faced by small business owners and how to help them overcome these challenges is critical. Applicant should have experience owning a small business, managing a small business or advising small business owners. Good knowledge of a wide variety of business management skills is important, but applicants with a specific technical skill such as graphic design, computer software, accounting, engineering, etc. are encouraged to apply. Position requires a self-starter who is able to work effectively with a wide variety of people. |
| **Preferred Qualifications:** |  |
| **Physical Requirements and Working Conditions:** | Business Advisors must be willing and able to meet clients in a variety of locations, often on-site at the client’s business. |
| **Essential Duties:** | Provide confidential individual advising services to owners of small businesses.  Make clients aware of programs being offered at the Small Business Development Center.  Maintain an awareness of both public and private sector resources available for small business owners and make appropriate referrals to those resources.  Communicate and coordinate activities with other staff of the Business Development Center.  Maintain well-documented client files and enter all client advising activity into web-based database.  Meet with SBDC Director as needed.  Attend meetings of the Small Business Development Center when requested.  Sign a conflict of interest form.  Maintain timely client records in CenterIC data base and obtain Impact Validation documentation from clients as appropriate.  Submit monthly summary of activities. |
| **Applicant Instructions:** | Please complete the online application. Required documents: **1) Resume 2) Written response to the question shown in the Special Notes to Applicants section of this job announcement.**  Transcripts from a non-U.S. college or university must be accompanied by an international credential agency evaluation. Please see “Academic Transcript Information” on Employment Opportunities home page for more information and a list of agencies which perform this service.  Applications are reviewed for minimum qualifications. In order to be considered, your application must clearly show you meet the minimum qualifications for this position.  U.S. Veterans will need to attach proof of honorable discharge (Form DD-214) to their application to qualify for veteran’s consideration. |
| **Proposed Start Date:** |  |
| **Full-time or Part-time** | Part-time |
| **Number of hours/week:** | 4-15 |
| **Posting Date:** | 07/01/2016 |
| **Closing Date:** |  |
| **Open Until Filled:** | No |
| **Special Notes to Applicants:** | **As noted in the Applicant Instructions, please prepare a written response to the following question, save it to a file and upload it when applying as directed in the Application Documents section.**  **This is the question:** **Please tell us why you want to help small businesses, and how you are uniquely qualified to provide strategic, operational, and financial guidance to help these businesses start, grow, and thrive.  (End of question)**  As a condition of employment, all new employees are required to be compensated via direct deposit.  LBCC is an Equal Opportunity Educator and Employer. |
| **Salary Grade** | Not Applicable |
| **Salary/Rate** |  |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. \* How did you learn about this position? Please select one.
   * Mid-Valley Sunday Newspaper
   * Lebanon Express Newspaper
   * Oregonian Newspaper
   * Latinos in Higher Education
   * HERC-Higher Education Recruitment Consortium
   * indeed.com
   * Chronicle of Higher Education Online
   * State Employment Department
   * LBCC Employment Opportunities Website
   * Eugene Register Guard Newspaper
   * Other Online Website (specify below)
   * Other (specify below)
2. If you selected other above, please specify the website or other resource from which you learned of the position.

(Open Ended Question)

1. \* Do you have a BA/BS degree or higher in Business or a related field?
   * No
   * Yes

**Required Documents**

**Required Documents**

1. Resume
2. Response to Supplemental Question

**Optional Documents**

1. Academic Transcript
2. U. S. Veteran Proof of Honorable Discharge DD-214