



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Business Advisor, Goldman Sachs 10,000 Small Businesses
POSITION NO.	502784, 502859
LOCATION	Multiple Campuses
REPORTS TO	Director of Program Delivery, Goldman Casch 10,000 Small Businesses Rhode Island
GRADE	PSA 12
WORK SCHEDULE	Non-Standard: 25 hours per week
SUPERVISION	May supervise Support Staff
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	September 2024

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:

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
- 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:

- 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 Director of Program Delivery at CCRI
- Assists in scholar recruiting as directed by the Outreach 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
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively with others in a diverse and inclusive environment
- Other duties as needed to support program success

LICENSES, TOOLS, AND EQUIPMENT:

Various office equipment which may include computers, typewriters, telephones, copy machines, calculators, fax machines, etc.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree, preferably in business, entrepreneurship, sales or related field
- A minimum of three years demonstrated successful experience in business advising for a small business clientele
- Proven ability to work well in a team environment
- Proven ability to advise multiple scholars simultaneously and keep them on track by holding them accountable to weekly benchmarks in a fast-paced program
- Strong spoken and written communication skills, plus demonstrated ability to advise people from diverse backgrounds and a variety of personality types
- Ability to work a flexible schedule
- High personal and professional ethical standards

PREFERRED QUALIFICATIONS:

- Advanced Degree

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.