



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION: Senior Business Advisor

LOCATION: Initially Located at the Warwick Campus

APPOINTMENT: Desired start date 11/01/2019 Position end date 10/31/2020

SALARY: PSA 13

REPORTS TO: Director of Program Delivery

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

JOB SUMMARY:

The Goldman Sachs 10,000 Small Businesses initiative is part of a national investment to unlock the growth and job creation potential of small businesses, and is based on the broadly held view of leading experts that a combination of education, business support services, and access to capital best addresses the barriers to growth for small businesses. Full program details at CCRI.edu/10KSB

A 10,000 Small Businesses Senior Business Advisor 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
- Supervises the recruitment and training of the Business Advisors in the Program Delivery Team

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Senior Business Advisor is essential to the success of the scholars in the 10,000 Small Businesses program. The Senior BA advises his/her designated scholars as to the completion of the 10KSB deliverables and the growth of their business, supports the classroom environment, and links scholars to business support services.

The specific duties of the 10KSB Senior Business Advisor includes:

Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.

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 10KSB modules, clinics, walk-throughs and program events at CCRI to support scholar learning
- Supervises the recruitment and training of the Business Advisors in the Program Delivery Team

Curriculum Participation:

- Participates in the national 10KSB 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
- Oversees the implementation of the financial forecasting tools (LivePlan and Excel model)
- Responsible for LivePlan updating

Cohort Preparation at CCRI:

- Connects with the local partner CDFI as guided by the Executive Director at CCRI
- Assists in scholar recruiting and gives the BA presentation at the Applicant Finalists Workshop, 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
- Supervises an interview panel on applicant interview days, three times a year
- Prepares written applicant interview reviews for interview days, three times a year

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.

The most suitably qualified candidate will possess the following competencies:

- Strong spoken and written communication skills.
- Will have high personal and professional ethical standards.
- Will have prior first-hand business start-up experience and/or prior business ownership.
- Will have experience in recruiting and training business advisors, or equivalent.
- Will have experience in a supervisory role.
- Will have the ability to work in a team environment and manage multiple tasks efficiently and effectively.
- Will have the ability to work a flexible schedule.

QUALIFICATIONS:

- Bachelor's degree (or higher), required.
- A minimum of five (5) years' successful experience in business advising for a small business clientele, required

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:
<https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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