POSITION ANNOUNCEMENT

Position: VtSBDC Regional Advisor – Area Specialist
Temporary – February 2016 - September 30, 2016
VSC Grade 13, Part-Time (8 hours per week)

Location: Mobile – Lamoille County and Northeast Kingdom regions

Compensation: $25.00 per hour/8 hours per week.

Responsibilities:
The part-time advisor will assist with the VtSBDC core program to provide partner and resource networking services, training support and counseling to small business owners, as well as colleges and/or universities which have student projects leading to new business launches.

The position will focus on supporting current advising and training activity and initiatives in the Northeast region of Vermont between Morrisville, Newport and St. Johnsbury.

- Work with stakeholders to inform and coordinate advising services.
- Assist in the identification and coordination of training programs.
- Provide first session counseling to clients who are in the process of validating and testing the feasibility of business ideas.
- Provide timely reporting and recording of activities to meet VtSBDC policies and Grant metrics.
Qualifications: Bachelor’s degree plus five to seven years of relevant business experience or combination of education and experience.

- Familiarity with Business Start Up principles, including the Business Model Canvas approach.
- Excellent computer skills including internet search, word processing, Outlook, PowerPoint, and Excel.
- Excellent listening, strategy and training skills.
- Excellent customer service abilities.
- Excellent organizational and oral/written communications skills.
- Valid Vermont driver’s license.

Starting Date: ASAP

Application Deadline: This position is open until filled. However, applications received after the first screening on February 15, 2016 will be considered at the discretion of the College. Incomplete applications will not be considered.

To Apply: Submit a required Vermont Tech employment application, with resume and cover letter to: www.jobs@vtc.edu. Employment application is available on the VTC website: www.vtc.edu.

NOTE: All full-time and some part time positions are subject to a criminal background check. Any offer of employment is contingent upon the satisfactory results of this check.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other under-represented backgrounds. Vermont Tech is an Equal Opportunity Employer and a member of the Vermont State College system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.