UNIVERSITY OF SOUTHERN CALIFORNIA
Minority Business Enterprise Consultant
Job Code: 133111

Grade: I
OT Eligible: Yes
Comp Approval: 5/7/2007

JOB SUMMARY:
Advises or counsels minority business owners on strategies and procedures to enhance growth and provides access to capital resources. Fosters connections with industry professionals and community stakeholders and builds relationships to increase opportunities. Determines counseling needs and develops action plans accordingly.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

---  ---  Provides professional consulting services for the Los Angeles Minority Business Enterprise Center’s client base. Analyzes businesses and develops appropriate strategies and procedures to refine operational processes. Identifies effective partnerships that will serve to enhance business growth and development.

---  ---  Establishes and cultivates contacts with faculty, industry professionals and community stakeholders to develop opportunities. Attends receptions and professional meetings to stay current on business trends and to ensure the University maintains a presence in the business community.

---  ---  Contributes to client development efforts and provides leadership and supervision in the planning and delivery of services.

---  ---  Evaluates existing programs and services. Identifies programs, services or networking opportunities to aid in client’s development. Recommends modifications and/or creates new programs, services and special events.

---  ---  Creates and reviews financial packaging for lending institutions on the client’s behalf. Provides training to clients on financial planning matters.

---  ---  Facilitates and directs the Center’s student consulting practice.

---  ---  Assists in program fund-raising, evaluates prospects and identifies projects to develop. Contributes to proposal development and implementation of policies and procedures.

---  ---  Develops marketing strategies, policies and procedures for the Center. Creates operational budgets for marketing campaigns and special events.

---  ---  Prepares governmental reports, as needed.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: [ ] No
In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
- Bachelor's Degree

Minimum Experience:
- 3 Years
- 3 Years

Minimum Field of Expertise:
- Business consulting and/or business development and marketing experience. Knowledge of financial planning concepts and principles. Demonstrated interpersonal, critical thinking and communication skills.

Skills: Administrative:
- Balance figures
- Communicate with others to gather information
- Compose letters
- Compute totals
- Coordinate events
- Gather data
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- Use computerized spreadsheets
- Use database and/or word processing software
- Verify calculations
- Write memorandums for own signature

Skills: Other:
- Analysis
- Assessment/evaluation
- Conceptualization and design
- Development/fundraising
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Networking
- Organization
- Planning
- Public relations
- Public speaking/presentations
- Teaching/Training

Skills: Machine:
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: ____________________________ Date: ____________________________

Supervisor: __________________________ Date: ____________________________

The above 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.

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