JOB DESCRIPTION

Business Counselor

Definition of Class
This is a professional position in which the incumbent provides counseling and advising to business clients with specific needs. Incumbent travels to conduct/present a variety of training seminars and may be required to perform occasional overnight travel. Work includes preparing reports and forms; researching client’s needs; and securing seminar locations and frequently exercises discretion and independent judgment.

Examples of Work Performed
Plans, conducts, and coordinates training seminars for clients. Travels as required.

Counsels and advises business clients on specific needs. Formulates a plan of action.

Reviews and researches clients needs.

Develops and prepares loan application packages.

Maintains records and files of clients.

Provides assistance to clients as it relates to areas of concern. Identifies needs and available resources.

Consults with a variety of outside agencies to assist clients with obtaining objectives.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Counsels and advises clients on particular needs.

2. Plans and conducts training seminars for clients.

3. Prepares a variety of forms and other documentation.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.
**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited college or university.

AND

**Licensure:**
Incumbent must possess a valid Driver’s License.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

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