



## **JOB DESCRIPTION**

### **Program Coordinator**

**POSITION TYPE:** Full Time with benefits

**REPORTS TO:** Director of Operations

**WORK LOCATION:** Central Michigan University Research Corporation, Multiple Great Lakes Bay Region locations

#### **POSITION SUMMARY:**

The Program Coordinator will be responsible for the implementation, execution, and completion of specific programs and projects ensuring consistency with company strategy, commitments and goals. The Program Coordinator will also be responsible for on-site support and will be the primary point of contact for coordination of all technology, equipment, and other shared office services. This position requires a ROCKSTAR team player with a professional and positive attitude, organization, and dependability.

#### **JOB REQUIREMENTS:**

##### **EDUCATION**

Bachelor's Degree in Business Administration or equivalent 3 years qualifying experience

##### **SPECIFIC DUTIES:**

Progress the vision of CMURC by managing client programs, technology and facility related plans. Responsibilities include:

- Engage clients for CMURC programs and facilities
- Conduct Surveys for Michigan Economic Development Corporation
- Provide connectivity for clients and maintain relationships using judgement and discretion
- Achieve company set goals and deliverables
- Facilitate and manage client programs
- Coordinate all on-site technology and facilities support for all incubator client companies
- Lead on all data collection and client metric reporting
- Identify gaps and opportunities for CMURC programs, facility needs, and technology related initiatives
- Deliver timely results of scheduled tasks and coordinate with various team members
- Provide tours and information about CMURC's offerings
- Additional duties as assigned by Director of Operations

**INTERNAL:** Will work under and closely with the Director of Operations but will also align with the broader direct and indirect CMURC team.

**EXTERNAL:** Will interface broadly across a wide spectrum of business and association staff at all levels. This will include current clients, potential start-up companies/associations, other regional colleges and universities, other private sector enterprise incubation centers, entrepreneurial projects & private sector businesses.



#### **POSITION REQUIREMENTS and DEMONSTRATED SKILLS/KNOWLEDGE:**

- Good business acumen
- Strong communication skills, both verbal and written
- Project management skills
- Strong organizational skills
- Ability to work in and build a team
- Able to work independently but within strategic framework
- Can handle many projects/assignments at the same time

#### **OTHER REQUIREMENTS:**

- Must be efficient at utilizing computer-based tools (PC, I-room, Excel) to accomplish tasks and communicate with others.
- Light travel
- Efficient at email and cell communication

#### **CENTRAL MICHIGAN UNIVERSITY RESEARCH CORPORATION (CMURC)**

CMURC is a not-for profit organization designed to provide CMU faculty members and students with applied research opportunities and be the single point of contact for industry and other external organizations interested in leveraging the intellectual and physical assets located within Central Michigan University.

Located in the Center for Applied Research & Technology on the South side of CMU's campus, CMURC is a leader in advancing economic development in the Mid-Michigan community by leveraging the resources of Central Michigan University, the Mt. Pleasant SmartZone and its local, regional and State-wide partners to accelerate the success of entrepreneurs, thereby growing businesses and jobs.

Learn more about CMURC at [www.cmurc.com](http://www.cmurc.com).

The Central Michigan University Research Corporation is an equal opportunity employer and is committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law.

In addition to compliance with federal EEO statutes, the Central Michigan University Research Corporation complies with applicable state and local laws governing nondiscrimination. This policy applies to all terms and conditions of employment, including but not limited to the following:

- Recruitment, hiring, placement, transfer, promotion, and demotion;
- Training, development, and educational assistance;
- Compensation and benefits;
- Educational, social, and recreational programs;
- Discipline;
- Termination of employment.



Employment decisions, subject to the legitimate business requirements of the Central Michigan University Research Corporation, are based solely on the individual's qualifications, merit, behavior and performance.