**JOB DESCRIPTION**

**Executive Assistant**

**POSITION TYPE:** Full Time with benefits

**REPORTS TO:** Operations

**WORK LOCATION:** Central Michigan University Research Corporation, 2625 Denison Drive, Mount Pleasant, Michigan 48858

**POSITION SUMMARY:**
The Executive Assistant will be responsible for handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. The Executive Assistant will interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality. Expert level written and verbal communication skills, strong decision making ability and attention to detail are important in this position.

**POSITION REQUIREMENTS:**

**EDUCATION**
Bachelor’s Degree in Business Administration or equivalent 3 years qualifying experience

**SPECIFIC DUTIES:**
Progress the vision of assigned startup companies by implementing marketing/business development plans to targeted markets. Responsibilities include:

- Be responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of complex executive meetings
- Answer phones and direct all incoming calls to appropriate party promptly and efficiently
- Communicate and handle incoming and outgoing electronic communications on behalf of the President
- Assist President with preparation of presentation materials
- Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary
- Assist in pipeline/forecast preparation and management
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Arrange travel schedule and reservations as needed, including expense reimbursement
- Work closely with the President to coordinate and launch hard copy or email campaigns to consultants, clients and potential clients
- Schedule tasks and coordinate with various team members
- Provide tours and information about CMURC’s offerings
- Administrator for all resources, products, equipment, and other shared office services
- Additional duties as assigned by the Executive team
INTERNAL: Will work under and closely with the Executive team, 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.

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 on South side of CMU’s campus in the SmartZone District, CMURC is a leader in advancing economic development in the region 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.

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.