



JOB DESCRIPTION

Executive Coordinator

REPORTS TO: President & CEO

WORK LOCATION: Central Michigan University Research Corporation, Multiple Great Lakes Bay Region locations, Headquarter: Mt Pleasant

POSITION SUMMARY:

The Executive Coordinator will be responsible for managing a wide range of administrative and executive related tasks and projects. The Executive Coordinator will interact with all levels of CMURC staff and CMURC affiliates in the external community, delivering a high level of professionalism and confidentiality in promoting and achieving the company strategies and goals. Strong decision making, communication and organizational skills are important in this position.

POSITION REQUIRMENTS:

EDUCATION

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

SPECIFIC DUTIES:

- Assists Executive team with BOD tasks and coordinates weekly accounting and general ledger functions with external accounting resources, ensuring separation of duties and internal controls
- Manage contracts, memberships and subscriptions using comprehensive CRM software.
- Coordinates all resources, technology, equipment, and other shared office services and conducts membership orientations, prepare documents, and keys
- Be responsible for calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of complex executive meetings
- Responsible for the facility opening/closing of the building, program setup/teardown
- Responsible for managing and filing tenant and affiliate documentation as well as client contracts and agreements relating to all companies in the CMURC pipeline.
- Conducts membership orientations, prepare documents, keys and global id's
- Provide tours and information about CMURC's offerings
- Conduct Surveys for Michigan Economic Development Corporation
- Deliver timely results of scheduled tasks and coordinate with various team members
- Assist President with preparation of reports and presentation materials
- Prepare, review and summarize miscellaneous reports and documents
- Assist in pipeline/forecast preparation and management
- 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
- Additional duties as assigned by Executive team



POSITION REQUIREMENTS and DEMONSTRATED SKILLS/KNOWLEDGE:

- Good business acumen
- Strong communication skills, both verbal and written
- 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 to accomplish tasks.
- Travel, mandatory weekends, and nights

TECHNOLOGY:

- Calendar and Email: Microsoft Outlook
- Customer Relationship Management System: Salesforce
- Microsoft Office Suite: Excel, PowerPoint, Word

CENTRAL MICHIGAN UNIVERSITY RESEARCH CORPORATION (CMURC)

CMURC is an inclusive, professional coworking space with accelerator programs focused on product and strategic development for entrepreneurs to positively impact the economy in the Great Lakes Bay Region. It brings together local, regional and statewide partners to accelerate the success of entrepreneurs, growing businesses, and jobs by leveraging the resources of Central Michigan University, the Mount Pleasant SmartZone, and the Michigan Economic Development Corporation's 21st Century Jobs Trust Fund. 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 CMURC, are based solely on the individual's qualifications, merit, behavior and performance.