

## **JOB DESCRIPTION**

### **Executive Assistant**

**POSITION TYPE:** Full Time with benefits

**REPORTS TO:** President & CEO

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

#### **POSITION SUMMARY:**

The Executive Assistant will be responsible for managing a wide range of administrative and executive related tasks and projects. The Executive Assistant 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 REQUIREMENTS:**

#### **EDUCATION**

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

#### **SPECIFIC DUTIES:**

- 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
- Edit, review, and provide feedback on written communications
- 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
- Manage multiple projects simultaneously, using judgement to prioritize for timely delivery
- 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 to the public about CMURC's offerings
- Administrator for all resources, products, equipment, and other shared office services
- Additional duties as assigned by Executive team

**INTERNAL:** Works closely with the Executive team, but 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:**

- Strong communication skills, both verbal and written with good business acumen
- Project management skills involving independent decision making
- Strong organizational skills managing many projects simultaneously and under pressure
- Ability to remain flexible, proactive and resourceful in a fast paced environment
- Ability to work in and build a team
- Able to work independently but within strategic framework

**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](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.