



JOB DESCRIPTION

CoWork Coordinator

POSITION TYPE: Hourly – 40 hrs per week

REPORTS TO: Analytics + Insights Director

WORK LOCATION: CMURC, Multiple Great Lakes Bay Region locations. Position is onsite and headquartered in CMURC Saginaw.

POSITION SUMMARY:

The CoWork Coordinator must be an energetic self-starter who can develop and quickly move projects upon appropriate approvals. The candidate must be resourceful and able to develop a well-defined time management process. The coordinator is the frontline for facility details and brand consistency. Responsible for handling a wide range of marketing and on-site support. Primary point of contact for coordination of all technology, equipment, and other shared office services. Qualified candidates must be able to perform under pressure, while remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality.

JOB REQUIRMENTS:

EDUCATION

2-year's qualifying experience or education, AND a positive, high energy, hardworking attitude.

SPECIFIC DUTIES:

Progress the vision of CMURC by marketing space and program memberships facility related plans. Responsibilities include, but are not limited to:

- Assist in development of client retention and recruitment efforts for space and program memberships.
- Provide exceptional customer service by greeting members and guests, addressing their needs, and ensuring a welcoming atmosphere throughout the coworking facility.
- Responsible for on-site facility support as the primary point of contact for coordination of all technology, equipment, and other shared office services. Prompt and efficient response to all facility related issues, including technology, printer and copier equipment, shared office services, and building projects.
- Schedule maintenance and work orders, respond to urgent maintenance calls and participate in the community handbook and facility plans.
- Assist in the coordination, implementation, and execution of team and individual goals ensuring consistency with brand and priorities.
- Deliver timely results of scheduled tasks and coordinate with various team members.



- Additional duties as assigned.

INTERNAL: Will work under and closely with the President + CEO and COO, 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
- 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.
- Light travel, nights, and weekend

TECHNOLOGY:

- Calendar and Email: Microsoft Outlook
- CoWork Management: Pickspace, ChargeOver, ACT365, Lenel
- Customer Relationship Management System: Salesforce

CENTRAL MICHIGAN UNIVERSITY RESEARCH CORPORATION (CMURC)

CMURC is a not-for profit organization located and a leader in advancing economic development in the Great Lakes Bay 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.

CMURC 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, CMURC 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 CMURC, are based solely on the individual's qualifications, merit, behavior and performance.