

JOB DESCRIPTION

CoWork Coordinator

POSITION TYPE: Full Time with benefits

REPORTS TO: Account Manager

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

POSITION SUMMARY:

The CoWork Community Coordinator is the frontline for all incubator and accelerator clients within the facility. Responsible for handling a wide range of administrative and will be responsible for 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

3 years qualifying experience AND a positive, high energy, hardworking attitude

SPECIFIC DUTIES:

Progress the vision of CMURC by managing client programs, technology and facility related plans. Responsibilities include, but are not limited to:

- Fosters an entrepreneurial culture within the organization by coordinating all CoWork Perks and holiday celebrations
- Responsible for the facility on a daily basis, including opening and closing of the building, making coffee, program setup and teardown
- Coordinates all resources, technology, equipment, and other shared office services
- Conducts membership orientations, prepare documents, keys and global id's
- Acts as liaison between clients and supervisor as it relates to business activities
- Prompt and efficient response to all facility related issues, including scheduling maintenance and work orders and responding to urgent maintenance calls
- Assist in preparation of investor pitches and BAF engagements
- Answer phones and direct all incoming calls to appropriate party promptly and efficiently
- 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 with all Salesforce reporting processes including leads, intakes, connections, opportunities, and any additional assigned by supervisors
- Additional duties as assigned

INTERNAL: Will work under and closely with the Account Manager 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 and few nights or weekend shifts.

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 a 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.