



JOB POSTING TITLE: Office Coordinator

JOB POSTING DESCRIPTION:

Grand Valley State University Battle Creek Regional Outreach Center supports career exploration and provides individualized educational planning assistance to facilitate educational goal attainment. The center, located in downtown Battle Creek, also supports the educational goals of K-12 students, transfer students, and adults in the community and Southwest Michigan, while providing resources to assist Battle Creek Public Schools in their district transformation.

Grand Valley State University invites applications for a Professional Support Staff position in Battle Creek. The Office Coordinator acts as a liaison between department supervisor and staff and/or campus and community. This position coordinates a variety of duties and is responsible for generating materials such as reports, correspondence, and forms, performing clerical duties such as receiving visitors, answering the telephone, taking messages, and scheduling appointments. This position also supervises student employees, and helps coordinate special events and functions.

Visit <https://careers.pageuppeople.com/790/cw/en-us/job/493472> for more information, additional requirements, a full position description, and details on how to apply. Health and life insurance benefits are offered. Applications will be accepted until the position is filled. Grand Valley State University is an Equal Opportunity, Affirmative Action Institution.

JOB POSTING CONTACT INFO:

Name: Al Shifflett III, Director of Community Engagement
Contact Phone: 616-331-7610
Contact Email: gvsbcroc@gvsu.edu
Job Posting Web Link: <https://careers.pageuppeople.com/790/cw/en-us/job/493472>

MEMBER BUSINESS CONTACT INFO:

Business Name: Grand Valley State University Battle Creek Regional Outreach Center
Business Phone: 616-331-7610
Address: 8 Michigan W, Battle Creek, MI 49017
Website: www.gvsu.edu/battlecreek