**BUSINESS SERVICES COORDINATOR**

**W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH**

**MICHIGAN WORKS! SOUTHWEST**

## Position Summary

The Upjohn Institute and Michigan Works! Southwest are seeking an enthusiastic and dedicated Business Services Coordinator. The Business Services Coordinator serves as the primary liaison between the Michigan Works! Southwest agency and employers of Calhoun County. Responsibilities include providing a variety of employer services including solutions for recruitment and retention of talent. The Coordinator interfaces with Michigan Works! Southwest partners to ensure effective delivery of services. Specific duties include marketing and coordinating training opportunities with employers, providing employers with current labor market information, and promoting the Michigan Works! Southwest system through participation in career fairs, as well as business and community events.

## Position Requirements

Five years demonstrated experience in business or employment related field required or a combination of two years of experience and business related coursework. Bachelors degree in business or business related field preferred. Proficiency with computers including working with database applications necessary. Strong writing skills, including report preparation necessary. Must possess analytical skills to identify operational concerns and potential solutions. Strong interpersonal communications skills necessary to interface with a diverse customer base. Strong organizational and time management skills with the ability to prioritize and meet deadlines necessary. Knowledge of human resources as they relate to employer needs necessary.

## About Michigan Works! Southwest

Michigan Works! Southwest is building local prosperity one great job at a time. We see opportunities when we build connections between job seekers looking to grow their careers and employers seeking quality candidates with the job skills needed. We look at the big picture, watching employment trends and working with our community partners to make sure connections are made between employers, educators, trainers, and employees.

We’re plugged into the specific opportunities in each of the four counties we serve; Branch, Calhoun, Kalamazoo and St. Joseph. As local community members, we have a deep understanding of existing and growing industries, training and education opportunities, and the current status of our workforce. We integrate services across agencies and programs for maximum impact on our service area.

All applicants and participants of the Michigan Works! Southwest Workforce Development Programs will be provided equal opportunity to participate in and benefit from all programs, activities, and services without regard to race, color, religion, national origin, age, sex, height, weight, marital status, disability, arrest record, or political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or other non-merit factors.

**About the W.E. Upjohn Institute for Employment Research**

Since 1932, the Upjohn Institute has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the administrative arm of the local workforce development programs.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to affirmative action steps to help achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

The Institute offers a competitive salary and generous benefit package.

**Application Instructions**

Submit resume and letter of interest to hr@upjohn.org.