Classification Description

Job Title: **Coordinator, Daveler Innovation Center** **Pay Grade:** **106**

Job Code: **4745** **FLSA Status:** **Exempt**

Job Purpose

The Coordinator of the Daveler Innovation Center supports the daily operations, resource management, and program support of the Center, under the supervision of the Innovation Center Manager. The Daveler Innovation Center serves as a hub for students, community members, and organizations to develop entrepreneurial skills and complete digital badges and certificates. The Coordinator will help ensure the smooth functioning of the Center's labs (Digital Communication and Digital Design), support users, maintain resources, and assist in fostering relationships with external partners. This is a limited term, grant funded position renewable annually (July 1), contingent upon continuation of the grant.

General Responsibilities

Essential Functions

Becomes proficient in the use of all Daveler Innovation Center resources, including computers, software, and specialized equipment within the Digital Communication and Digital Design labs.

Assists in managing the scheduling of lab resources for students, community members, and organizations, optimizing utilization and access.

Helps coordinate and track the regular maintenance of all Innovation Center resources, ensuring optimal functionality and availability.

Provides guidance and support to students in utilizing lab resources to complete class assignments, demonstrating a solid understanding of entrepreneurial principles and project development.

Assists students and community members in accessing and utilizing resources for digital badge and certificate completion.

Supports the delivery of workshops, short courses, and training sessions for community members and organizations, related to digital badges and certificates.

Assists organizing events and talent related to pitch events, hackathons, innovation challenges, guest speakers and special sessions.

Maintains a clean, organized, and safe environment within the Innovation Center.

Assists in developing, implementing, and enforcing center rules and guidelines to ensure a productive and collaborative environment.

Collects data on lab usage, resource utilization, and user demographics.

Assists in the preparation of regular reports on center activities, resource usage, and outcomes for the Program Director of the Entrepreneurship Institute.

Stays informed about the various digital badges and certs that the center offers.

Builds and maintains knowledge about the local/regional organizational relations, partnerships, and 3rd party certificate providers that are established with the Center.

Assists in organizing and supporting trainings, workshops, digital badge/certificate programs with companies.

Performs other duties as assigned by the Innovation Center Manager and/or the Program Director of the Entrepreneurship Institute.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education.

Three (3) years of full-time related professional work experience.

OR

Bachelor's degree from a regionally accredited institution of higher education in a relevant field, e.g., Business, Technology, Education, or Communications.

One (1) year of full-time related professional work experience.

Strong computer skills and the ability to quickly learn new software and technologies.

Excellent organizational, time-management, and scheduling skills.

Experience in coordinating and organizing training or workshops.

Strong communication and interpersonal skills, with the ability to interact effectively with diverse groups.

Ability to work independently, take initiative, and problem-solve.

Ability to maintain a clean and organized work environment.

Preferred Qualifications

Experience in an innovation center, makerspace, or similar environment.

Experience in entrepreneurship or supporting entrepreneurial ventures.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
  public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.

- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 12, 2025.