



Innovation Center Coordinator Mathes Innovation Center

Position Title: Innovation Center Coordinator

Job Type: Part-time

Reporting To: Conner Hazelrigg, Managing Director, Mathes Innovation Center

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About Mathes Innovation Center: Mathes Innovation Center is a dynamic hub for creativity, collaboration, and entrepreneurial endeavors at William Jewell College. We are seeking a dynamic and organized current student at William Jewell College to join our team.

Join us at the Mathes Innovation Center! As an Innovation Center Coordinator, you'll shape your future without needing to major in business. With flexible hours to accommodate your classes, you'll connect with professionals and entrepreneurs in the vibrant Kansas City ecosystem. Your impact will extend to coordinating innovation activities, managing events, and supporting entrepreneurial tenants. This unique opportunity allows you to apply classroom knowledge in real-world settings, cultivating practical skills in entrepreneurship and event coordination. No business degree required—just bring a business mind, a passion for innovation, and a desire to make a difference at William Jewell College. Join our positive, inclusive work environment, contribute to the center's growth, and become a leader in the college's innovation culture.

Responsibilities:

1. Plan and organize a variety of innovation activities and programs at the Mathes Innovation Center.
2. Oversee the details of events, workshops, and meetings to ensure they run smoothly and provide a positive experience for participants.
3. Assist in managing the innovation project pipeline, ensuring efficient progress and maintaining accurate documentation.

4. Connect with the William Jewell College community, promoting the Mathes Innovation Center and encouraging participation in innovation-related initiatives.
5. Develop and implement outreach strategies to expand the center's reach, collaborating with stakeholders to build a dynamic innovation ecosystem.
6. Keep accurate records, prepare reports, and contribute to the continuous improvement of operations at the innovation center.

Qualifications:

- Creative mind with a passion for innovation.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proactive problem-solving approach.
- Ability to work both independently and collaboratively in a dynamic environment.

Location and Schedule:

- Flexible work hours to accommodate personal, academic, and athletic commitments.
- In-person work at 17 S. Jewell St., Liberty, MO, as needed.

Pay Rate:

First-Year & Sophomore - \$12.00 per hour
Junior & Senior - \$12.25 per hour