



Position Available
Business Development Coordinator
Judicial Information Systems, State Court Administrative Office
Salary \$58,610 - \$76,462

The Judicial Information Systems (JIS) Division of the State Court Administrative Office is currently seeking qualified applicants for the position of Business Development Coordinator. Under the direction of the JIS Deputy Director, the Coordinator works with the Project Management Office (PMO), project teams, and operational teams within JIS to advocate, market, and demonstrate JIS products and services. The position's primary responsibilities include assisting in the implementation of the communication and marketing plan, and providing marketing and product demonstrations in an effort to promote the product benefits of JIS as the case management system of choice.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Compile and maintain lists of prospective courts for prioritization of demonstrations based on rollout attributes.
- Establish relationships with JIS courts as prioritized by the JIS project team.
- Research and document the organizational information and data for JIS courts, relative to each court's hierarchy and key relationships.
- Gain understanding and document operating requirements communicated by each court.
- Create business cases and high level financial models to help courts understand the value of moving to JIS.
- Leverage presentation templates, proposals and statements of work as provided by the PMO.
- Convene regular meetings and conversations with courts that have been identified as ready to migrate.
- Coordinate JIS product demonstrations.
- Determine the best format for demonstrations utilizing JIS classrooms, court facilities, and the Learning Management System for JIS users.
- Ensure that courts are aware of the various media available to them to learn more about JIS products and the rollout program.
- Identify and communicate court concerns to the product team through defined channels of communication.
- Follow up and continue support for each court in a manner consistent with customer service expectations.
- Document court attributes that would be stored in a Customer Relationship Management system and share the information with the JIS Communications Coordinator.
- Help distribute JIS materials to the targeted court teams.
- Leverage the new Help Desk portal for dissemination of changing information wherever possible.
- Develop and maintain a court contacts e-mail list.
- Additional duties and responsibilities may be assigned.

EDUCATION AND EXPERIENCE : Bachelor's Degree or equivalent experience, experience working in trial courts and/or with trial court systems, excellent written and verbal skills, creative thinking and problem-solving skills, technical understanding of the opportunities and constraints of Windows systems, familiarity with Windows, Microsoft Office, Adobe, and SharePoint. Must have strong customer relation skills and be a self-starter with excellent organizational and administrative skills.

WORK LOCATION: Hall of Justice, Lansing, Michigan. In-state travel is required.

TO APPLY: Please send your cover letter and resume in either Microsoft Word® or Adobe Acrobat® to jobapps@courts.mi.gov. If you are unable to send applicant materials electronically, cover letters and résumés can be mailed to: Supreme Court Human Resources, Attn: Business Development Coordinator, P.O. Box 30052, Lansing, MI 48909.

POSTING DEADLINE: FEBRUARY 7, 2014

AN EQUAL OPPORTUNITY EMPLOYER