



CALIFORNIA'S
STEM CELL
AGENCY

Administrative Assistant to the Vice President, Therapeutics and the Therapeutics Team

Who We Are

The California Institute for Regenerative Medicine (CIRM) is looking for highly talented individuals who are driven to deliver outstanding results and committed to radically improving medicine with stem cells to join our team.

At CIRM, we never forget that we were created by the people of California to accelerate stem cell treatments to patients with unmet medical needs and act with a sense of urgency commensurate with that mission.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell technologies.

With \$3 billion in funding and approximately 300 active stem cell programs in our portfolio, CIRM is the world's largest institution dedicated to helping people by bringing the future of cellular medicine closer to reality.

Position Description

Under the supervision of the Vice President of the Therapeutics Team, the Administrative Assistant to the Therapeutics Team acts as the liaison and administrator for the activities of the Vice President, Therapeutics and the Therapeutics Team.

Duties and Responsibilities

The position will be responsible for supporting the work of the Vice President, Therapeutic and the Therapeutics Team. By administrating these activities, the Administrative Assistant ensures that the Vice President, Therapeutics and the Therapeutics Team is fully prepared to achieve the goals and fulfill the mission of the CIRM. Under the direction of the Vice President, Therapeutics, this position is responsible for administrative support and program management to the Vice President, Therapeutics and the Therapeutics Team.



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Administration Duties:

- Oversee travel arrangements for the Vice President, Therapeutics and the Therapeutics Team including transportation, lodging, and meals, and providing a travel itinerary and package of all needed information pertaining to the travel; and ensures Travel Expense Claims are prepared in accordance with CIRM Policy and Regulations Governing Travel
- Submit parking reimbursements
- Schedule meetings, draft meeting agendas, assemble meeting materials, and locate meeting venues as necessary
- Attend meetings and training, and as applicable and take meeting minutes
- Draft, mail, and fax letters
- Manage the Vice President, Therapeutics calendar
- Maintain list of contacts
- Be responsible for processing, execution, and follow up of all documents associated with the Therapeutics team business processes such as CAPs, ASCC meetings, external advisors' contracts, expense reports etc.
- Follow up on assignments, transmit information clearly and professionally, and keep Vice President, Therapeutics informed about relevant issues
- Assist with on-site management of meetings and associated activities
- Assist with ongoing expense reports for the Therapeutics Team
- Provide general support as needed

Minimum Qualifications

- Possession of a bachelor's degree and at least four years of experience performing varied, complex and confidential administrative support to executive-level managers or an equivalent combination of education and experience
- Work with a sense of urgency in a rapidly changing environment with continuously evolving priorities and under tight deadlines
- Work in collaborative teams to meet goals and objectives
- Diplomatically communicate with executives and staff level individuals both within and outside the agency; demonstrate proper protocol
- Be able to communicate effectively in English through clear and concise writing and oral presentations
- Strong information management and organizational skills
- Ability to create/ develop organizational policies and procedures in order to meet dynamic needs of the Therapeutics Team
- Logically plan and organize the work to be performed in the context of both short and long-term goals and priorities



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- Establish and maintain effective professional working relationships with those contacted in the course of day to day work
- Superior follow up skills and attention to details are a must
- Use initiative and independent judgment in resolving operational issues within established procedural guidelines

Position Details

Location: Oakland, CA

Schedule: Full-Time. Must be able to work outside of normal business hours.

Travel: Limited domestic travel is needed.

The position is open until a suitable candidate is found.

How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.