



CALIFORNIA'S
STEM CELL
AGENCY

Administrative Assistant to the Vice President of Administration

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 to succeed in 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

The Administrative Assistant will report directly to the Vice President of Administration and support and coordinate administrative activities for the VP of Administration as well as other members of the Administration Team, the Legal Team and the ICOC Governing Board. In this role the Administrative Assistant will be working with all teams across the CIRM Organization.

Responsibilities

In this position you be responsible but not limited to the following duties:

Administrative Support

- Support the Chairman of CIRM by scheduling meetings, booking travel and process Travel Expense Claims for the Chairman of Governing Board
- Schedule meetings and maintain calendars
- Book and arrange travel through Concur, for CIRM Team Members, ICOC Board Members and CIRM Guests as needed in accordance with CIRM Guidelines and polices
- Prepare Travel Expense Reports in accordance with CIRM's Guidelines and Polices



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AGENCY

- Arrange payments for conference registrations, vendors and outside contractors
- Prepare Per Diem and Honorarium Payments for ICOC Board Members and Contractors
- Work with Finance Team to ensure payment of Travel Expenses, Honorarium and Per Diems are paid out in a timely manner

Meeting Support

- Assist with setting up Translational Advisory Panel Meetings
- Work with other members of the Administrative Support Team for regular meetings, such as Monthly ICOC Board Meetings, Grant Review Meetings and any other meetings that may occur
- Assist with meeting setup up, including breaking down and setting up of meeting spaces
- Prepare tent cards and name tags for CIRM Meetings
- Prepare, update and distribute meeting materials for participants, attendees and members of the public
- Send meeting communications to participants and attendees which can include agenda information, dial in and WebEx information and any other relevant information pertaining to meetings
- Set up teleconference lines and video conference lines for meetings

Human Resources

- Assist with monthly collection of timesheets
- Update and maintain files
- Other administrative tasks as assigned

Other Duties

- Provide back up to front desk as needed
- Provide administrative support to other members of the Administration Team as needed
- Prepare and Mail FedEx packages
- Troubleshoot basic printer and IT Problems
- Maintain databases and email distribution lists
- Reconcile monthly credit card statements
- Other duties as assigned

Requirements

- BA/BS degree in business administration or related area and four years of experience performing related work or an equivalent combination of education and experience.
- Experience with complex and confidential administrative support.



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- Strong computer skills utilizing office computer applications, Microsoft Outlook, Word, Excel and PowerPoint
- Plan and organize work to be performed in the context of both short and long term goals and priorities
- Ability to work collaboratively in a team-oriented environment.
- Ability to establish and maintain professional working relationships
- Possess initiative and independent judgement in resolving operational issues and challenges within organization guidelines.
- Works well under pressure and able to meet tight deadlines
- Maintain confidentiality under all circumstances
- Experience with multiple platforms including Concur, WebEx, GoToMeeting and Ring Central a plus

Position Details

- Position is located in Oakland, CA
- Full-Time. Must be available to work outside of normal business hours.
- Travel may be required as necessary.

How to Apply

- Interested candidates should submit a cover letter, resume and job application to jobs@cirm.ca.gov
- Link to Job Application <https://jobs.ca.gov/pdf/std678.pdf>

Equal Opportunity Employer

The CIRM is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. If you have a disability and need assistance in applying for a position, please contact Human Resources at jobs@cirm.ca.gov.