



CALIFORNIA'S  
STEM CELL  
AGENCY

## Executive Assistant to the President and CEO, CIRM

### 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

The position will be responsible for supporting the work of the President and CEO (President) of CIRM. By administrating and managing the activities of the President, the Executive Assistant ensures that the President is fully prepared to achieve the goals and fulfill the mission of CIRM.

The Executive Assistant reports to the President of CIRM. The incumbent will act as the primary contact person for the President and will be responsible for taking initiative to ensure the smooth running of the President's day to day work. The incumbent will manage sensitive information with discretion and communicate with leaders of outside organizations and educational institutions discreetly. The incumbent must be able to work independently and must be able to exercise sound judgement.

## Responsibilities

In this position, the Executive Assistant is accountable for the following duties:

- Oversees travel arrangements for the President including transportation, lodging, and meals; and ensures Travel Expense Claims are prepared in accordance with CIRM Policy and Regulations Governing Travel
- Maintains the President's appointment schedule by planning and scheduling meetings, conferences, and teleconferences
- Coordinates the President's calendar including preparing and/or obtaining information needed for discussion and distribution
- Conserves the President's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications
- Maintains customer confidence and protects CIRM operations by keeping information confidential
- Provides historical reference by developing and utilizing filing and retrieval systems
- Assist with on-site management of meeting and associated activities
- Attend meetings as applicable and record minutes
- Follow up on assignments, transmit information clearly and professionally, and keep the President and CEO informed about relevant issues
- Assist in the planning of board meetings
- Drafting, formatting, typing, and proofreading correspondence, reports spreadsheets charts, and other written documents and materials. Collecting and analyzing information to complete each.
- Performs other duties as may be required to further the goals of the CIRM

## Requirements

- An "all in" commitment to accomplishing the mission of CIRM
- Possession of a bachelor's degree in business administration or related field, 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.
- Excellent oral, written and interpersonal communication skills

- Communicate effectively including spelling and English grammar and punctuation
- Establish and maintain effective professional working relationships with those contacted in the course of day to day work.
- Work professionally in a rapidly changing environment with continuously evolving priorities and under tight deadlines.
- Diplomatically communicate with executives and individuals both within and outside the agency; demonstrate proper protocol and work in collaborative teams to meet goals and objectives.
- Strong organizational skills.
- Strong computer skills utilizing office computer applications, Microsoft Outlook, Word, Excel and PowerPoint
- Logically plan and organize the work to be performed in the context of both short and long term goals and priorities
- Use initiative and independent judgment in resolving operational issues within established procedural guidelines.

### Salary

The salary range for the Executive Assistant is \$6,318 - \$10,433 monthly; pay negotiable based on experience.

### Position Details

- Position located at: 1999 Harrison Street, Suite 1650, Oakland, CA, 94612
- Full-Time. Must be available to work outside of normal business hours.
- Travel may be required domestically and nationally as necessary.

### How to Apply

Visit the CIRM Employment website for instructions on how to apply:  
<https://www.cirm.ca.gov/about-cirm/employment-opportunities>

5/11/17

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