



CALIFORNIA'S  
STEM CELL  
AGENCY

# Executive Assistant to the Vice President of Therapeutics

## 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 report to and be responsible for administrative support and coordination of all activities for the VP of Therapeutics as well support all the other the members of the Therapeutics team (11 members currently, anticipated 1-2 more members in 2016). In this role the assistant will also work closely with the Project Manager for the CAPS (Clinical Advisory Panel) Program.

## Responsibilities

In this position you will be accountable for:

### **Time Management**

- Understand overall priorities of the Therapeutic Area (TA) team and its leadership to help facilitate the timeliness of project completion by scheduling meetings and helping manage workflow.

### **Complex Calendar Management**

- Scheduling appointments and meetings with internal and external stakeholders for all TA team members.

## Travel Arrangement

- Assist team members with travel arrangements and prepare Travel Expense Claims in an accurate and timely manner and in accordance with CIRM Policy and Regulations.

## Event Coordination

- Assist in scheduling and planning of major meetings, conferences and presentations for CIRM or for external guests, which may include travel for external participants, organizing logistics and preparing and disseminating materials. Specifically may include:
  - Responsible for initial contract negotiations with vendors, venue acquisition and logistics leading up to off-site CAPS related meetings and TA workshops
  - Assist with on-site management of meetings and associated activities
  - Assist with production of meeting materials
  - Compile and process reimbursements, track and reconcile meeting expenses in an accurate and timely manner
  - Assist CIRM with other projects as needed

## Requirements

- An “all in” commitment to accomplishing the mission of CIRM.
- 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.
- Strong innate sense of organization and ability to communicate effectively in English in written and oral presentations and communications.
- Ability to establish and maintain professional working relationships with all.
- Possess initiative and independent judgement in resolving operational issues and challenges within organization guidelines.
- Ability to work collaboratively in a team-oriented environment.

## Position Details

**Location:** Oakland, CA

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

**Travel:** May be required to travel domestically as necessary.



CALIFORNIA'S  
STEM CELL  
AGENCY

## Salary Range and Benefits

The salary range for the Executive Assistant is \$59,534-\$89,300. 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>

To: [jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov)

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