



JOB ANNOUNCEMENT

JOB TITLE: Program Administrator **JOB CATEGORY:** Full Time/Exempt

DEPARTMENT: Program Administration, Science & Education Division

REPORTS TO: Director, Program Administration

JOB SUMMARY: The world's oldest and largest organization in the world dedicated to the prevention and cure of cancer through research seeks an early-career scientist to join its growing grant-making department. Incumbent will provide scientific and administrative oversight of a multi-million dollar portfolio of research grants focused on basic, translational, and clinical cancer research, and contributes advice to other scientific programs, as needed.

EDUCATION REQUIREMENTS: Doctoral degree required in a biomedical field related to cancer research.

JOB QUALIFICATIONS:

- 2-5 years since achieving doctoral degree.
- Independent research experience or relevant scientific program administration experience.
- Strong administration and supervisory experience in a multi-project environment.
- Excellent written and verbal communication skills.
- High motivation with excellent judgment and well-developed analytic abilities.
- Ability to work well in a team-oriented environment.
- Ability to interpret and communicate science for scholarly and lay audiences.

TECHNICAL COMPETENCIES AND SPECIAL SKILLS:

- Experience at NIH or other grant making organization a plus.
- Experience with on-line grants management systems (such as proposalCENTRAL).
- Proficient in MS Office products.
- Fluency in language other than English a plus.

JOB RESPONSIBILITIES:

Oversees the pre- and post-award administration of a multidisciplinary portfolio of cancer research grants.

Communicates both orally and in writing with grant and award applicants concerning policy interpretations or grant management matters. Ensures compliance with eligibility requirements and integrity of application materials.

Communicates both orally and in writing with grant review committees concerning eligibility and selection processes. Convenes review committee meetings and conference calls and drafts comprehensive meeting reports.

Prepares grantees' terms and conditions documents and obtains all administrative information necessary to support post-award administration. Receives and reviews grant activity reports and approves cyclical grant payments. Works closely with Department of Communications to publicize successful projects and grantees. Maintains professional contacts with granting agencies to obtain timely information on national cancer research funding and available grant vehicles to relate to staff and leadership.

Participates on staff team in the development of the Annual Grants Report. Works closely with Department of Development to shape new funding vehicles and maintain relationships with funders.

Contributes scientific advice to other programs within the AACR as needed, such as for the scientific achievement awards, working groups, and task forces. Prepares scientific reports and analyses for both scholarly and lay audiences.

Maintains comprehensive Website information. Maintains accurate archival records. Delegates and supervises work of staff assistants, and contributes to their professional development.

Performs other essential tasks and duties required of the position in order to support the Director as needed.

TO APPLY: Send resume/CV with cover letter and current salary (both required) to humanresources@aacr.org.