



Senior Administrative Coordinator

The California Institute for Regenerative Medicine (CIRM) is the state agency established under the California Stem Cell Research and Cures Act which provides \$3B in funding for stem cell research at California universities and research institutions. CIRM's role is to administer grants and loans for stem cell research, research facilities and other important stem cell opportunities.

Reporting to the Director, Finance, Legal, and Governmental Affairs, the Senior Administrative Coordinator provides support to the Office of the Chair and the ICOC.

Qualifications:

- Possession of a bachelor's degree in business administration or related field, and at least 2 years of experience performing administrative and/or customer service support or an equivalent combination of education and experience.
- Knowledge of information management and record-keeping principles and practices.
- Work in a rapidly changing environment with continuously evolving priorities and under tight deadlines
- Work in teams to meet goals and objectives.
- Diplomatically communicate with executive and staff level individuals both within and outside the agency; demonstrate proper protocol.
- Communicate effectively in English, both orally and in writing.
- Operate personal computers and use office computer applications, such Microsoft word, spreadsheets, power point, and organizational charts.
- Logically plan and organize the work to be performed in the context of both short and long term goals and priorities.
- Establish and maintain effective professional working relationships with those contacted in the course of day to day work.
- Use initiative and independent judgment in resolving operational issues within established procedural guidelines.
- Accurately take minutes and transcribe informal dictation.

HOW TO APPLY: Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application (STD. 678) which can be obtained from our website at <http://www.cirm.ca.gov/jobs/> to:

jobs@cirm.ca.gov or CIRM Search, 210 King Street San Francisco, CA 94107.

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

210 King Street, San Francisco, CA 94107 ♦ Phone: (415) 396-9100 ♦ Fax: (415) 396-9141
Web Address: www.cirm.ca.gov ♦ E-Mail: info@cirm.ca.gov