



## Grants Technical Assistant

CIRM, which was established as a result of the passage of Proposition 71, the California Stem Cell and Cures Initiative, will provide up to \$3 billion over ten years in grants and loans to California research institutions for research on stem cells.

Reporting to the Director, Scientific Activities, the Grants Technical Assistant (GTA) will be responsible for coordinating and implementing the receipt, review and processing of the grant proposals; filing and tracking of grant proposals and progress reports, and preparing correspondence to applicants, applicant institutions and others as needed. The GTA works under direction of the scientific staff to schedule dates, locations, and additional necessary logistics for meetings of the Grant Review Working Group (GRWG) and other meetings, workshops and conferences as needed. GTA prepares and makes all travel arrangements for Scientific CIRM staff in accordance with CIRM reimbursement policy. GTA will perform other administrative duties as assigned.

### Qualifications:

- BA/BS degree in business administration or related field and four years of experience performing related work or an equivalent combination of education and experience.
- Communicate effectively in English including excellent knowledge of grammar, spelling, and punctuation.
- Experience with Microsoft Office software including Word and Excel.
- Ability to work effectively with others and as part of a team. Establish and maintain effective professional working relationships with those contacted in the course of day to day work
- Ability to establish meeting schedules and to independently note and follow-up on commitments made at meetings.

**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](mailto:jobs@cirm.ca.gov) or CIRM Search, 210 King Street San Francisco, CA 94107.

CIRM is an Equal Opportunity Employer and particularly welcomes applications from under-represented minorities and women.