**Scientific Program Administrator**

Job LocationsUS-PA-Philadelphia

**Category**

Scientific Programs

**Type**

Regular Full-Time

**Overview**

The Scientific Program Administrator, Scientific Programs Department, will be responsible for the management of a multidisciplinary educational workshop for physicians who are early-stage investigators (as defined by the NIH) underrepresented in medicine, or physicians who have a demonstrated commitment to increasing diversity in clinical research to the principles of good clinical trial design. The workshop will provide the educational foundation and the tools needed to conduct clinical trials that will yield definitive results and have the potential to impact patient care and increase the participation of diverse populations in clinical trials for oncology, benign hematologic diseases, cardiovascular diseases, and autoimmune diseases. A unique aspect of the workshop is to address the frequent disconnect between communities and clinical trialists by teaching effective methods that create structures for communities to help refine clinical questions and trials for improved patient benefit. Bridging the gap between clinical investigators and the communities they serve by utilizing highly innovative approaches to clinical research will be a unique and key component of the program. The workshop is developed in support of a broader project focused on mentoring, education, diversity, equity, and inclusion issues in biomedical research and will require extensive external communication and collaboration.

**Responsibilities**

The Scientific Program Administrator will serve as the primary point of contact for scientific volunteers developing the content for the workshop and will work with staff across multiple functional areas (internally and externally) to successfully administer the workshop. The Scientific Program Administrator will also maintain an in-depth knowledge of clinical research, clinical trial design, and implementation for oncology, benign hematologic diseases, cardiovascular diseases, and autoimmune diseases; identify future trends that may impact the educational content and format of the workshop; and analyze obstacles and opportunities to improve community engagement in underserved populations. This position will be responsible for all record-keeping associated with the program, including progress reports for internal and external stakeholders and data pertaining to the long-term evaluation of the impact of the program.

**Qualifications**

•Advanced scientific degree with expertise in clinical research, and clinical trial design and implementation(PhD, MD, and MD/PhD, or equivalent)  
•Clinical trial experience preferred in oncology, benign hematologic diseases, cardiovascular diseases, and/or autoimmune diseases  
•Demonstrated experience with community outreach and engagement efforts in clinical research settings  
•Documented knowledge of diversity, equity, and inclusion issues related to healthcare and biomedical research  
•A minimum of 5 years of relevant research experience at the postdoctoral level or beyond  
•Ability to interact with diverse external constituencies  
•Ability to work on several simultaneous projects with multiple internal departments  
•Ability to travel 15% per year  
•Experience in scientific writing or grant writing required  
•Experience managing one or more direct reports  
•Excellent administrative and organizational skills  
•Excellent customer service skills  
•Excellent interpersonal skills  
•Excellent verbal and written communication skills  
•Knowledge of project management principles and CRM a plus  
•Proficiency in Microsoft Office products

**How to Apply:**  
<https://careers-aacr.icims.com/jobs/1353/scientific-program-administrator/job>

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