**Scientific Program Administrator**

Job LocationsUS-PA-Philadelphia

**Category**

Scientific Programs

**Type**

Regular Full-Time

**Overview**

The Scientific Program Administrator, Scientific Programs Department, serves as the project manager for several scientific meetings, conferences, educational workshops, and innovation summits per year. Scientific Program Administrators assist leading cancer researchers to develop the scientific content of these programs. This position requires sustained interactions with these scientific leaders to develop the programmatic goals and objectives, outcomes, and deliverables for these scientific programs. The position also requires collaboration with internal staff across multiple departments (marketing, fundraising, publishing, finance, meeting logistics, CME, etc.) to successfully execute the scientific programs according to AACR’s high standards. The Scientific Program Administrator may also be responsible for special projects as needed.

**Responsibilities**

The Scientific Program Administrator will work with and have oversight over support staff for these scientific programs. This position will support the Directors in their interactions with internal and external stakeholders as needed. The Scientific Program Administrator will also maintain a working knowledge of cancer research and related sciences and keep abreast of the latest developments in the cancer field. The Scientific Program Administrator may also be assigned to special projects by the CEO to utilize the individual’s scientific expertise outside of the usual departmental responsibilities.

**Qualifications**

•Advanced scientific degree with expertise in basic, translational, and/or clinical cancer research (PhD, MD, and MD/PhD, or equivalent)  
•A minimum of 3-5 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 preferred  
•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/1351/scientific-program-administrator/job>

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