**Regulatory Science and Policy Scientific Program Administrator**   
American Association for Cancer Research [5 reviews](https://www.indeed.com/cmp/American-Association-For-Cancer-Research/reviews) - Washington, DC

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| Job Category: Full-time/Exempt   **Department:**Science Policy and Government Affairs   **Reports To:**Senior Regulatory Science and Policy Analyst   **ORGANIZATIONAL PROFILE:**  The American Association for Cancer Research (AACR), with more than 37,000 members residing in 108 countries, is the first and largest organization in the world dedicated to advances in all areas of high-quality, innovative cancer research. Its mission is to prevent and cure all cancers. The programs and activities of the AACR foster the exchange of new knowledge among scientists and physicians in the cancer field as well as in related biomedical sciences. AACR publishes eight peer-reviewed scientific journals and an award-winning magazine for cancer patients and their loved ones; convenes topical scientific conferences and an annual meeting that draws more than 19,400 participants; offers educational workshops that train young investigators in a variety of scientific and clinical areas; funds fellowships, career development awards, and research grants for both senior and junior investigators; raises public awareness of the progress in and reasons for hope in the biology, detection, diagnosis, treatment, and prevention of cancer; engages actively in advocacy for increased federal research funding and other national policies that accelerate progress against cancer; and interacts with regulatory agencies to support regulatory science and policy.   **JOB SUMMARY:**  AACR is seeking to build our regulatory science and policy team with a scientific program administrator. The regulatory science and policy scientific program administrator will play a key role in developing and implementing a range of exciting initiatives designed to optimize the regulatory process and accommodate the fast pace of innovation in science and technology. Interested candidates should have a strong biomedical background with knowledge and interest in development and regulation of new cancer medicine.   **MAJOR DUTIES AND RESPONSIBILITIES:**  •Assist the Director, Regulatory Science and Policy in developing and executing AACR’s Regulatory Science and Policy portfolio.   •Assist the Director, Regulatory Science and Policy in developing and administrating programs such as conferences, meetings and workshops by identifying relevant topics, developing background materials and assisting discussions among participants, work with internal and external partners to coordinate events.   •Utilize their scientific background to research, monitor, track and report key scientific, regulatory and policy issues relevant to the organization’s mission of advancing cancer research.   •Support Regulatory Science and Policy subcommittee activities, including meeting logistics, preparing background materials, drafting invitations and other correspondence.   •Contribute to publications for peer-review, policy statements, newsletter articles.   •Attend regulatory science and policy related conferences, meetings and other events.   •Perform other duties and responsibilities as assigned by the Director, Regulatory Science and Policy.   **QUALIFICATIONS:**  •Detailed knowledge of cancer biology and scientific processes associated with drug development. Familiarity with next generations sequencing (NGS)-based tests and advanced genomic concepts a plus.   •General understanding of government policies, procedures, and processes. Knowledge of FDA policies and procedures a plus.   •Experience organizing and coordinating meetings.   •Outstanding organizational skills, ability to multi-task, follow through on assigned tasks, work under rapidly developing deadlines, attention to detail.   •A self-starter with creativity, initiative, and problem-solving skills.   •Excellent interpersonal skills and a high degree of judgment, discretion, tact, and insight.   •Proficiency in Microsoft Word, Excel and Office applications.   •Excellent written and oral communication skills.   •Excellent grammar and spelling.   •Able to work well both independently and in a team environment.   **EDUCATION AND TRAINING:**  •PhD in the Life Sciences.   **HOW TO APPLY:**  Please submit your cover letter and resume (including salary history) to:   Human Resources   615 Chestnut Street,   17th Floor   Philadelphia, PA 19106   E-mail: humanresources@aacr.org   Fax: (215) 440-1045 |

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