

**Philadelphia, PA**

**TRANSLATIONAL RESEARCH ADMINISTRATOR**

Clinical trials cooperative group seeks a Translational Research Administrator to provide administrative support for concept, protocol and grant development involving translational research for clinical studies. Position reports to Director, Clinical Trials Development.

PhD in biologic science preferred, scientific expertise in the biologic or medical fields required. Experience in grant writing and grant management preferred. Must be able to meet deadlines and prioritize workload and complete multi-step procedures on several studies simultaneously. Proficiency in MS Outlook, Word, Excel and Access, excellent scientific writing and verbal communication skills, direct interaction with medical community, working knowledge of general scientific research, and ability to work independently required. Pharma experience a plus. Send cover letter with *CV, salary history and references* to [tlemar@gog.org](mailto:tlemar@gog.org).