



221 Longwood Avenue, Room 108  
 Boston, MA 02115  
 P: 617-525-3032

[www.AllianceFoundationTrials.org](http://www.AllianceFoundationTrials.org)

Job Description			
<b>Job Title:</b>	<b>Executive Assistant</b>	<b>Job Category:</b>	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
<b>Department/Group:</b>	Alliance for Clinical Trials in Oncology Foundation	<b>Reports to:</b>	President/COO
<b>Location:</b>	Boston	<b>Travel Required:</b>	Yes, approx. 10%
<b>Level/Salary Range:</b>	\$	<b>Position Type:</b>	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>HR Contact:</b>	Director of HR, Boston	<b>Date posted:</b>	
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<p><b>ALLIANCE FOR CLINICAL TRIALS IN ONCOLOGY FOUNDATION'S MISSION:</b></p> <p>The Alliance for Clinical Trials in Oncology Foundation (Foundation) is a nonprofit, tax-exempt foundation created to enhance and expand the ability of the Alliance for Clinical Trials in Oncology (Alliance) to conduct cancer clinical research and address important treatment questions through large-scale clinical trials. Through efforts of the Foundation in support of the Alliance, clinical trials and laboratory research are conducted to discover new or improved ways to prevent, treat and cure many types of cancer, including leukemia and lymphoma, and cancers of the breast, prostate, lung and GI tract, and help educate the medical community on methods of cancer diagnosis, treatment, and prevention.</p> <p>In May 2014, the Foundation created Alliance Foundation Trials, LLC (AFT, LLC) which is a wholly owned subsidiary of the Foundation. This entity was created to conduct cancer clinical research and address medical care and treatment through large-scale clinical trials involving various industry related partners.</p>			
<p><b>Purpose/Scope:</b></p> <p>The Executive Assistant provides high-level administrative support to the AFT President by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and meetings, including working with IT for video and camera setup. The EA is also responsible for general administrative Office tasks including: managing office supplies, coordinating with the HR Manager for onboarding and scheduling new staff and engaging with building management and when necessary, facilitating urgent communications between the President and Boston staff.</p>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p><b>THIS POSITION IS A HYBRID POSITION AND REQUIRES A MINIMUM OF THREE (3) DAYS PER WEEK IN OFFICE</b></p> <ul style="list-style-type: none"> <li>• With minimal supervision, provides administrative support for the President</li> </ul>			



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- Manages schedule for the President and balances her various commitments to ensure high level of productivity
- Assists with communications from the President
- Maintains and prepares administrative spreadsheets
- Handles sensitive and confidential information
- Books domestic and international travel and accommodations for President
- Schedules meetings, interviews, and speaking events
- Schedules room reservations and coordinates calendar invitations
- On site onboarding greeter
- Managing deliveries and pickups
- Works closely with the Contracts Administration Department to ensure timely routing Contracts for signature process and upkeep of contract tracker
- Oversight on Renewal & Expiring contracts with a CDA/Deliverable contract trackers & new tracker.
- General Admin tasks and support as new processes develop for the contracts department.
- Provides administrative support for the Executive Committee and Board of Directors by preparing the agendas in consultation with the Group Chair and Chief Administrative Officer, tracks future agenda items on an ongoing basis, coordinates the assembly and electronic distribution of review materials, and prepares the minutes.
- Prepares and distributes DSMB letters the study team and NIH representatives.
- Enters and maintains committee membership rosters within the Cancer Trails Support Unit (CTSUS) Regulatory Support System (RSS).
- Additional ad hoc requests for support or other tasks, as needed, to support team

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 3-5 years minimum experience required in a supporting role.
- Relevant work experience (pharma, biotech, CRO preferred)
- Demonstrated ability to work independently and in a team environment.
- Proficiency with MS Office (e.g. Word, Excel, PowerPoint, Outlook).
- Advanced computer skills and ability to train others in system usage
- Excellent oral and written communication skills, and strong organizational abilities.
- < 10% Travel anticipated.

#### PREFERRED SKILLS

A bachelor's degree or the equivalent combination of education, training and experience from which comparable skills can be acquired. Previous experience working with physicians, staff,



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and other health professionals and the ability to work tactfully and effectively with all levels of staff. Flexible and adaptable to a small business workplace environment.

**ADDITIONAL NOTES**

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.*

Last Updated By:	Heather Choukri	Date	19 August 2019
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Employee Signature:

Date: