WE ARE LOOKING FOR

ADMINISTRATIVE DIRECTOR
Mass General Center for Genomic Medicine (CGM)

One of the largest and most dynamic international hubs of genomic medicine research in the field

>400 Scientists, trainees, and affiliates engaged in fundamental, translational, and clinical genomic research

50 Harvard Medical School faculty and leaders across MGH, Harvard, and the Broad Institute genomics communities

Critical attributes

Examples of what we are looking for:

- Outstanding communication and leadership capabilities
- Strong administrative experience and exceptional interpersonal skills
- Ability to implement the administrative and strategic vision of the CGM Director
- Ability to support the management of >300 grants and contracts

Core Mission and primary responsibilities

In partnership with the CGM Director, the AD will oversee a wide spectrum of activities with focus on:

- CGM Administration and Science
- CGM Faculty and Team Members
- CGM Communications
- CGM Grants and Philanthropic Portfolios

LINK: https://cgm.massgeneral.org/jobs/administrative-director-cgm-thematic-center/
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