



## **Administrative Officer for Finance and Operations**

Position located in the VA Health Service Research & Development (HSR&D) Center of Excellence (COE), which is part of the Regenstrief Institute, IU School of Medicine and IUPUI.

Incumbent will assist director in administrative functions of the COE including strategic and business planning as well as ongoing assessment of staffing and budgetary needs. Responsibilities also include coordinating and overseeing the timely submission of all administrative forms, progress reports, statistical surveys, and grants. Applicants must have experience related to administrative and financial management in a research or academic setting. Preferable experience will include managing administrative purchasing and accounts payable activities, problem solving, scheduling and conducting studies, and effective/respectful communication in the research, clinical, or academic setting. The VA offers a comprehensive benefit package that includes 10 paid holidays, health and life insurance, retirement, paid wellness and vacation, periodic pay increases and cost of living increases, opportunities for advancement, and more.



## **Department of Veterans Affairs**

**Please send a comprehensive resume to  
VA Medical Center, Human Resources  
(05C), 1481 W. 10th Street, Indianapolis, IN  
46202, or fax to (317) 554-0201. EEO/AA**