**Executive Administrator, Research Compliance and Administration**

Emory University School of Medicine, a cornerstone of the University’s Woodruff Health Sciences Center, is based in Atlanta Georgia. Emory is ranked among the nation’s top 20 schools of medicine in NIH research funding.

Position Summary

This position directs the financial and administrative management for the School of Medicine's (SOM) research infrastructure and manages staff and activities in the SOM's Research Office.

 Candidate Qualifications

A bachelor's degree in a scientific, health-related, or business administration program and 10 years of experience in compliance and research administration, including prior supervisory experience. A master's degree is preferred.

Budget planning and management experience and experience leading large projects.

 See full job description at http://www.hr.emory.edu/eu/careers/index.html  **Requisition# 77883BR**

To apply contact Cliff Teague, Sr. Human Resource Director at [Clifton.b.teague@emory.edu](mailto:Clifton.b.teague@emory.edu)

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