Administrative Assistant Job Opening in Boston
Starting June or July 2015

BU Alzheimer’s Disease Center and
Chronic Traumatic Encephalopathy (CTE) Center

Boston University School of Medicine

Full-Time Position

Be part of ground-breaking research into some of the most exciting areas of brain research, including Alzheimer’s disease and Chronic Traumatic Encephalopathy (CTE; the long-term effects of repetitive brain trauma in athletes).

Serve as the administrative assistant to the Director of the BU ADC Clinical Core and Director of Clinical Research for the CTE Center. Work with a multidisciplinary group of faculty researchers, including neuropsychologists, neurologists, neurosurgeons, neuropathologists, public health scientists, and psychiatrists.

Be part of a vibrant team of research assistants, medical students, graduate students, post-doctoral fellows and other trainees and staff.

Skills needed:
• Excellent interpersonal skills
• Organization
• Computer software proficiency (e.g., Office)
• Multitasking
• Attention to detail
• Writing
• Experience in an academic medical setting preferred

Excellent Salary and Benefits (including tuition remission)
Minimum Two Year Commitment
This position has not yet been formally posted

To apply, please email a cover letter and resume to Dr. Robert Stern at bobstern@bu.edu. Requests for three references and an in-person interview will follow for top applicants.

Visit our website: www.bu.edu/alzresearch