



National Surgical Adjuvant
Breast and Bowel Project

US-PA-Pittsburgh – Regulatory Affairs Associate, Division of Regulatory Affairs, NSABP Operations Center

The National Surgical Adjuvant Breast and Bowel Project (NSABP) is a clinical trials cooperative group supported by the National Cancer Institute (NCI) with a 40+ year history of designing and conducting clinical trials that have changed the way breast cancer is treated, and, more recently, prevented. The NSABP headquarters is located in Pittsburgh, Pennsylvania. We work with more than 200 research sites at major medical centers, university hospitals, large oncology practice groups, and health maintenance organizations in the United States, Canada, Puerto Rico, Ireland, and Australia. For more information about the NSABP, please visit our Web site at <http://www.nsabp.pitt.edu>.

The NSABP is seeking to fill a **newly created, full-time position** for a **Regulatory Affairs Associate** who will assist the Division of Regulatory Affairs with preparing and submitting protocol-related documents to the National Cancer Institute, the U.S. Food and Drug Administration, Health Canada, Institutional Review Boards, and NSABP sites.

Specific duties include:

- Processing adverse event reports for review and distribution to NSABP personnel involved in the conduct of NSABP clinical trials. This includes recording and tracking information in Excel spreadsheets, facilitating communication with internal staff, preparing routine instructional memoranda, filing, and posting of documents on the NSABP Web site;
- Entering data and conducting searches in a publications database;
- Assisting 4 Regulatory Specialists and the Director of Regulatory Affairs with routine communications and ongoing activities, including administrative tasks, within the Division of Regulatory Affairs;
- Independently researching regulatory issues through the Internet and other resources;
- Preparing standard operating procedures and policies.

The successful candidate must be **detail-oriented**; possess excellent oral and written communication skills; be able to meet deadlines; and have computer skills, including working knowledge of word processing (MS Word), e-mail (MS Outlook), spreadsheets (Excel) and Internet-based search engines. Work hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

A Bachelor's degree, or a minimum of 3 years' experience with clinical trials and/or regulatory processes, is required.

The NSABP provides a comprehensive benefits package that includes:

- medical, dental, and vision coverage;
- 401K and profit-sharing plans,
- long- and short-term disability; and
- life insurance and long-term care policies.

Interested candidates should submit a CV or résumé to:

NSABP Human Resources
NSABP Operations Center
Four Allegheny Center, 5th Floor
Pittsburgh, PA 15212

or by fax at (412) 330-4645
or by e-mail to betty.trocchio@nsabp.org

EOE M/F/D/V