



Clark Atlanta University Job Description

Position Title:	Scientific Writer (Biomedical Science)
Department:	Center for Cancer Research and Therapeutic Development (CCRTD)
Reports To:	Senior Director of Administration and Operations

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

General Function (Description):

The CCRTD is seeking a Scientific Writer to create high-quality scientifically sound documents related to assigned research topics; create, collect, proofread, edit, organize, and describe content for scientific communications to be used in proposals, presentations, and manuscripts. This position will also communicate awards and news of the CCRTD to individuals dedicated to posting to social media outlets. The Scientific Writer will engage with CCRTD faculty, postdoctoral associates, students, and staff.

Examples of Duties and Responsibilities:

- Assist with editing and proofreading proposals and manuscripts.
- Provide expertise in the preparation of reference databases, figures for proposals, and data presentations.
- Create online training materials to improve the technical writing skills of investigators that increase the probability of successful funding of proposal applications and improvement in the quality of manuscripts.
- Provide oral and/or PowerPoint assistance to investigators with editing and reviewing writing projects for quality and professional consistency.
- Researches, writes, and edits articles for publication as well as translates complex scientific manuscripts into plain-language materials for the general public.
- Prepares a variety of communications materials for publication including news releases and feature stories.
- Maintain calendar to ensure timely submission of proposal deadlines, reports, etc.
- Prioritize projects to keep multiple projects moving in a timely manner, meet deadlines and manage multiple proposals.

Knowledge, Skills and Abilities

- Demonstrated experience as an effective communicator, writer, and editor.
- Ability to translate complex scientific manuscripts into plain-language materials for the general public.
- Ability to conceptualize and articulate strategic communications plans with an understanding of the diversity of the internal and external audience.
- Knowledge, skills, and abilities to maintain confidentiality.
- Proficient in computer operations (Microsoft Office Word, PowerPoint, Excel, and Publisher) and ability to learn related software.
- Must have excellent organizational skills and be able to produce quality work within tight time constraints and ability to work under pressure with minimal supervision.
- Must be team-oriented, with excellent interpersonal skills.

Minimum Hiring Standards

Education	B.A, M.A., or M.S. degree in Business, Science, English, or Marketing.
Years of Experience Required	Five (5) years of professional technical writing experience or three – five (3-5) years of experience in science communications or a minimum of three (3) years of relevant experience in technical, medical, scientific, health care regulatory, clinical research field preferred.
Years of Management/Supervisor Experience	N/A