



Louis Stokes Cleveland Veterans Affairs Medical Center

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## **IMMEDIATE JOB OPENING: ADMINISTRATIVE SUPPORT ASSISTANT**

The Advanced Platform Technology (APT) Research Center at the Louis Stokes Cleveland VA Medical Center, Cleveland, OH is recruiting for an Administrative Support Assistant to coordinate the daily activities of a busy research center.

The APT Center focuses on serving veterans with sensorimotor dysfunction, cognitive impairment, or limb-loss using cutting edge technologies and rehabilitation techniques, translating them from proof of concept to viable clinical options.

Major Duties and Responsibilities of the position include:

- Event Planning (Investigator Meetings, Advisory Board Meetings, Conferences, Workshops, etc.)
- Project Management
- General Administrative Tasks (calendar / meeting scheduling, inventory management, staff and patient travel coordination, general phone inquiries, etc.)

**Applications** for this position will be accepted **Wednesday, May 17, 2017** through **Wednesday May 24, 2017**.

Applicants MUST apply through usajobs.gov:

<https://www.usajobs.gov/GetJob/ViewDetails/470052800>

For more information about the APT Center:

<https://www.aptcntr.research.va.gov/>