

University of Pittsburgh Medical Center, Hillman Cancer Center

Office Coordinator

The Medical and Health Sciences Foundation (MHSF) was officially created as the fundraising entity responsible for the joint philanthropic ventures of UPMC and University of Pittsburgh Schools of the Health Sciences. The MHSF acts as the central source for patients, alumni, and friends to contribute to any clinical or research endeavor at either or both UPMC and Pitt.

The purpose of this position is to provide support to the Executive Director of Development of the UPMC Hillman Cancer Center by facilitating day-to-day department operations for the cancer development program. In conjunction with the Executive Director of Development, supervise and manage department administrative support staff. Perform multidimensional, administrative functions with a high degree of independence and minimal supervision to provide administrative, coordination, and project support to the Executive Director and the department.

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