Welcome, Mike

National Human Genome Research Institute (Extramural Research Program)

Scientific Program Analyst (Winter Recruiting Day)

Important Dates

Current Cycle: SLAC 2014-15
(7/01/14 - 6/30/15)

Pre-select deadline: 12/05/14

Searchable Range: 10/09/14 - 11/11/14

Application Range: 10/09/14 - 11/11/14

Applications

This job currently has a total of 2 active applications.

Find students to apply

Job Details

Job Title:
Scientific Program Analyst (Winter Recruiting Day)

Description:
The National Human Genome Research Institute at the NIH seeks highly-motivated applicants for an administrative position as a Scientific Program Analyst in Bethesda, MD.

This is an exciting opportunity for new graduates in the biological sciences to gain first-hand experience in how cutting-edge medical research happens. The position supports the genetic and genomics research programs and consortia funded by the National Human Genome Research Institute (NHGRI), including investigations into the ethical, legal and social implications (ELSI) of genomics. The Scientific Program Analyst will carry out scientific analysis and administrative duties in support of science professionals in the NHGRI Extramural Research Program, which awards grants to the academic and biotechnology communities to support basic and applied genomics research. See http://www.genome.gov/Research/ for more information about the extramural activities at NHGRI.

Candidates for this position will carry out duties in support of the NHGRI mission, including:

- Compile, analyze and organize scientific information relating to NHGRI programs.
- Attend grant application review, scientific, and in-house meetings and provide minutes when requested.
Write reports and provide email, phone, and written responses to requests on scientific issues.
Find and compile information relating to NHGRI scientific programs through literature and database searches.
Compile data and prepare graphs and slides for presentations.
Work with Web Programmers to keep programmatic web site content up-to-date.
Perform logistical planning for various scientific meetings, conference calls, symposia, lectures and workshops.
Prepare staff meeting agendas and meeting minutes.
Take a proactive role in tracking action items and tasks, providing deadline reminders as needed.

* Collaborate with other Scientific Program Analysts and senior staff on NHGRI projects.
*** Travel may be required for this position depending on programmatic need.
*** This is not a laboratory research position.

**Required Qualifications and Skills:**
- BA/BS in biology, bioinformatics or chemistry, preferably with interest in genetics or molecular biology.
- Excellent oral and written communication skills.
- Strong organizational and analytical skills.
- Ability to work successfully in a team.
- Working knowledge of MS Word, MS Excel, and MS PowerPoint.

This is a contract position with a term of 2 years. The successful applicant will be an employee of an NIH support staff contractor. The contractor offers competitive salaries and a generous benefits package.

**Opportunity Type:**
Job

**Contact:**
Christine Chang

**Status:**
Full-time

**The following best describes this opportunity:**
Interview for permanent full-time employment

**Classification:**
Permanent

**Job Locations:**
Bethesda, Maryland; Bethesda, Maryland

**Recruiting Day Location:**
Winter Recruiting Day

**Job Function:**
Administration, Analyst
Period of Employment:
Post-Graduate

Compensation Type:
Paid

Application Qualifications:
The following qualifications are **required**:

- **Degree:**
  Bachelor of Arts, Bachelor of Science

- **Student Status:**
  Alumnus/a, Senior

- **Work Authorization:**
  Authorized to work in the U.S.

- **Require Sponsorship:**
  Only include candidates that do not require sponsorship

The following qualifications are **desired**:

- **Major:**
  Biochemistry, Biochemistry/Molecular Biology, Biology, Biophysics, Biopsychology, Chemistry, Chemistry-Engineering, Computer Science, Molecular Biology, Natural Sciences and Mathematics, Neuroscience, Neuroscience/Biopsychology, Science

- **GPA:**
  3.00

Cover Letter Required:
Yes

Writing Sample(s) Required:
No

Other Document(s) Required:
No

Application Method:
Online - email applications at end of application period

Employer will make application decisions:
Online

> Edit dates and details