The National Human Genome Research Institute (NHGRI) at the National Institutes of Health (NIH) seeks highly-motivated applicants for scientific administrative openings as a Scientific Program Analyst in Bethesda, MD. This is an exciting opportunity for recent graduates in the biological sciences to gain first-hand experience in and broad exposure to how cutting-edge medical research is supported. It is an ideal position for applicants seeking a two-year appointment prior to enrolling in graduate or professional school. The position supports the genomics research programs and consortia funded by NHGRI. The Scientific Program Analyst will carry out administrative duties and scientific analyses in support of Program Directors in the NHGRI Extramural Research Program, which awards grants to the academic and biotechnology communities to carry out basic and applied genomics research. Please see https://www.genome.gov/research-funding/Funded-Programs-Projects for more information.

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

- Organize, provide logistical support, and attend conference calls, scientific meetings, and workshops
- Prepare meeting agendas and minutes accurately
- Respond to inquiries on scientific and programmatic issues in a timely manner
- Compile, summarize, and analyze in detail scientific and programmatic information
- Prepare tables, graphs, reports, and presentation slides
- Coordinate updates of programmatic web sites
- 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. Duties are carried out in an office environment.

Required Qualifications and Skills:

- Recent college graduates (<1 year) with BA/BS in biological sciences or closely related field and demonstrated interest in genetics/genomics, molecular biology, or computational genomics/data science
- Laboratory research experience
- Excellent oral and written communication skills
- Strong organizational skills and ability to pay attention to details
- Ability to proactively manage multiple components of various projects
- Experience working effectively independently and in teams
- Ability to synthesize information and understand underlying relationships to transfer knowledge to new situations
- Exemplary work ethic and professionalism
- Working knowledge of Outlook, Word, Excel, and PowerPoint

This is a two-year contract position. The successful applicant will be an employee of an NIH contracting agency, which offers competitive salaries and a generous benefits package. To be eligible, candidates must be eligible to work in the U.S. (the agency cannot sponsor employment visas). Candidates must also be able to pass a Federal background check, using Standard Form-85 https://www.opm.gov/forms/pdf_fill/sf85.pdf. NOTE: Section 14 of the form asks, “In the last year, have you used, possessed, supplied, or manufactured illegal drugs?” The question pertains to the illegal use of drugs or controlled substances in accordance with Federal laws, even though permissible under state laws.

Please email resume (include GPA) and cover letter to NHGRIERPRecruitment@mail.nih.gov. In your cover letter, please address the following:

- Your exposure to and interest in genetics/genomics.
- Reasons you are interested in this position.
- Recent project/goal that you are proud of in which a considerable amount of effort was given. Describe how your ability to think critically and/or apply previous knowledge to a new problem was vital.
- Your start date availability. Please note that positions start in June 2020.

Applications must be received by January 17, 2020 to be considered.