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 scientific analyses and project management duties 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/for more information about NHGRI.

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

- Compile, summarize, and analyze in detail scientific and programmatic information
- Prepare tables, graphs, reports, and presentation slides
- 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
- 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 (strongly preferred)
- Involvement in scientific endeavors e.g. teaching assistant position or participation in a scientific club
- 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 contract position with a two-year term. The successful applicant will be an employee of an NIH contracting agency. The contracting agency offers competitive salaries and a generous benefits package. They are unable to provide employment sponsorship visas.

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.

Application must be received by Monday, January 25, 2021 to be considered.

Examples of Scientific Program Analyst (PA) Experiences at NHGRI:

A.A., MPH; Currently PhD Candidate, Epidemiology; NHGRI PA 2012-2014

My time at NHGRI ended up having a dramatic impact on my future in that I was exposed to people from such diverse training backgrounds, which made me reconsider my medical school plans. It was here that I realized I could combine my love for genetics and cancer into the field of molecular epidemiology, which I really only became exposed to after having candid conversations with several program advisors through the brown bag lunch opportunities.

C.K., MBA; Currently Senior Manager, Product and Market Development; NHGRI PA 2011-2012

… the skill sets I developed and uncovered during my time as a Program Analyst at NHGRI have proved invaluable for my career. Interacting with different research groups spread across the globe, each with competing interests and timelines, taught me lessons in time management, organization, and most importantly communication. Learning how to adapt to different communication styles, while managing deadlines and acquiring the new "language" of scientific research gave me an incredible foundation for becoming a peer leader who can see the big picture, identify how to synthesize and prioritize tasks, and effectively set and achieve team goals.

C.T. – Currently Scientific Program Analyst, NIH; NHGRI PA 2018-2020

…one of the most valuable parts of the PA experience is that it put me in direct contact with leaders in the field of genomics, both inside NIH and outside. By working with my different programs, I not only gained a range of knowledge about current research directions in genomics, but was also given access to multiple mentors that helped shape my career path.

J.L.- Currently PhD candidate Genomics and Bioinformatics; NHGRI PA 2014-2017

…you see firsthand how a science funding agency works, and how that institute interacts within the greater bureaucracy. The value of being a young person with some intimate knowledge of these processes is valuable, regardless of whether one transitions into government and policy, or aims for academic pursuits. There is also a degree of access to very interesting people, from NHGRI staff to broader NIH community and community of grantees, that is hard to find in a more traditional first job.

…these things will change the way you think about the world and approach problems. I had thought very little of computational biology and bioinformatics, let alone the alphabet soup of government agencies. For a few years, I got to explore the terrain of both. This has been immensely valuable in graduate school as I work on genomics and science diplomacy - I certainly couldn't have done either without a few years at NHGRI.

M.P. – Currently Business Analyst & M.S. Data Science Candidate; NHGRI PA 2017-2019

NHGRI is full of wonderfully dedicated, passionate people and it was inspiring to work at an institution that not only strives to advance research in human health and disease but next to the people that make it happen The two years that you will spend at the institution will be formative in your professional career where you'll learn what it means to be a young professional while taking the time to explore your career interests with people that are there to help you achieve your goals, whether it be graduate or medical school or getting a new job. You'll also learn an incredible amount about genetics and genomics… while working alongside those at the forefront of their field!

N.P. – Currently NHGRI PA

This job has been invaluable to my personal and professional maturity before applying to medical school. It helped me explore my interests and decide with more certainty what my career goals are and how to achieve them.

[Some of the things] I appreciate about this job: 1) National (and often global) perspective on scientific research, healthcare, and implementation; 2) Sweeping but comprehensive perspective on the process of incorporating scientific discovery into medicine and ultimately tangible changes in people's health; 3) Opportunities for growth and learning with supportive staff willing to connect you to people who can help with your interests (physicians, scientists, genetic counselors, policy, communications, design, management, history, teaching, the possibilities are endless!); and 4) Opportunities to interact with prominent researchers in the field, from a variety of institutions and perspectives.

S.B, MD – Currently Assistant Professor of Medical Oncology; NHGRI PA 2005-2007

I think that the PA role gives the applicant the opportunity to learn about science and also become a better writer…the NIH affords PAs the opportunity to take classes and learn more about human medicine and biology.

S.J. – Currently PhD. Candidate Public Health; NHGRI PA 2016-2019

It was through my PA experience at NHGRI that I discovered the world of genomics beyond basic science research. I worked on NHGRI-funded genomic medicine implementation and ELSI programs that helped me realize exactly what I wanted to pursue for my PhD…In addition to these experiences, I was able to considerably improve my management skills through organizing large-scale program meetings (domestic and international) as well as monitoring the progress of extramural NHGRI consortia. These skills are useful in my current role as research assistant and study coordinator for research projects at my university.