

**The National Human Genome Research Institute (NHGRI) at the National Institutes of Health (NIH) seeks highly-motivated applicants for contractor 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. 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/Funded-Programs-Projects> 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

The successful applicant will be an employee of an NIH contracting agency. They are unable to provide employment sponsorship visas.

**Interested candidates should email their resume (include GPA) and cover letter to [NHGRIERPRCruitment@mail.nih.gov](mailto:NHGRIERPRCruitment@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 23, 2023 to be considered.**