

Subject: JOB: Graduate Student Support Professional, NIH OITE

Date: Wednesday, September 23, 2009 3:18 PM

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Conversation: Graduate Student Support Professional, NIH OITE

Position Title: Graduate Student Support Professional

National Institutes of Health

Office of Intramural Training & Education

The Graduate Partnerships Program (GPP) in the Office of Intramural Training & Education (OITE) of the National Institutes of Health (NIH) Office of Intramural Research (OIR), Office of the Director (OD) is seeking a contractor to provide outstanding support services to the more than 500 graduate students conducting biomedical research in the NIH Intramural Research Program. The individual selected will be based in the OITE on the main NIH campus in Bethesda, MD, and will have responsibility for organizing orientation events for graduate student trainees; annually updating a graduate student handbook; assisting the Graduate Student Council with its activities; assisting in major student events such as recruitment, annual BBQ, annual Research Symposium, and annual student retreat; providing administrative support to graduate student programs and Partnership Directors; traveling to NIH branch campuses to provide services; and working with the Training Directors from the Institutes and Centers that make up the NIH. The Graduate Student Support Professional will be one of the primary points of contact for graduate students at the NIH and will report **directly to the Deputy Director, GPP**. Salary will be commensurate with experience.

Applicants must have an advanced degree (MS or PhD) in a scientific discipline relevant to biomedical research with demonstrated ability to deliver a scientific presentation and write original research manuscripts **OR** they must have equivalent experience in education, student services, or a relevant field. They must possess knowledge of the organizational structure, goals, and operations of domestic and foreign graduate degree-granting programs and the aims and process of higher education. In addition, they must possess outstanding communication, organizational, and planning skills; and the ability to work independently. The following additional experience is strongly preferred: program management experience; experience in planning support activities for either graduate students or postdoctoral

fellows; prior administrative experience, particularly in an academic or training setting; and leadership experience. Applicants must be US citizens at the time of hire.

Please send applications (statement of interest, curriculum vitae, and the names and contact information for three references) to Dr. Betsey Wagener, OITE, wagenerel@mail.nih.gov. Address questions either to Dr. Wagener (301-443-4430) or Dr. Sharon Milgram (milgrams@mail.nih.gov or 301-594-2053). Consideration of applications will begin immediately and will continue until the position is filled.

Betsey Wagener, PhD

Deputy Director

Graduate Partnerships Program

Office of Intramural Training and Education

National Institutes of Health

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