



The Scientific Consulting Group, Inc.

656 Quince Orchard Road, Suite 210

Gaithersburg, MD 20878-1409

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Job Ad – Executive Assistant @ ODSS

Consulting firm in Gaithersburg, MD is looking for an Executive Assistant. Position will be based at our client site in Bethesda, MD.

BACKGROUND:

The NIH Office of Data Science Strategy (ODSS) (1) provides leadership for advancing NIH data science across the NIH extramural and intramural research programs; (2) leads and coordinates implementation of the NIH Data Science Strategic Plan; (3) advises on the broad area encompassed by data science complementing existing investments in computational biology, bioinformatics, biostatistics, information science, medical informatics, and quantitative biology; (4) integrates existing data science efforts into a new data ecosystem and infrastructure to maximize the use of data generated by, and relevant to, NIH research, and promotes harmonization of data use throughout the NIH; (5) coordinates and collaborates with appropriate government agencies, international funders, and private organizations engaged in scientific data generation, management, and analysis; and (6) coordinates workforce development efforts to bring new data and computer science talent into the NIH and biomedical workforces.

ODSS is seeking a highly motivated and collaborative team to support the office and its mission.

Tasks

Primary duties:

Provides support for various procurement and administrative tasks.

- Manage senior executive staff schedules, keeping them informed and aware of changes in a fast-paced environment frequently involving competing priorities. Coordinate/compile all meeting materials and provide to staff in advance of meetings and ensure that staff attend meetings on time.
- Work with staff on proofreading, recommending, interpreting, and/or implementing internal administrative policies and procedures.
- Coordinate the preparation of travel requests and processing requests for travel.
- Provide administrative, procedural and informational resource support.

Provides guidance to staff on Federal guidelines and procedures, especially related to travel.

- Serve as a resource for staff regarding established operational or administrative policy; keep abreast of new guidance and policies; disseminate information to staff and respond to requests for information regarding status of projects or actions.

Develops, maintains and updates documentation, administrative databases and spreadsheets for travel actions.

- Maintain databases for tracking, analyzing, and reporting of travel.
- Maintain contacts database; update maintain calendars and shared calendars for multiple staff members.

Secondary duties:



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Provides support for various procurement and administrative tasks.

- Maintain SOPs, guidance documents or instructions associated with the programs and systems used in the organization.
- Coordinate the preparation of a variety of items such as professional service orders, training requests, correspondence, reports and various forms.
- Coordinate meetings, workshops and courses for staff; schedule conference rooms, and prepare and/or collect/compile materials for presentations, meetings, conferences, and ceremonies.
- Coordinate meeting planning and logistical arrangements, including room and audiovisual reservations, Zoom, and other remote connection arrangements; prepare and transmit agendas and relevant materials; contact and communicate with participants; prepare and distribute meeting minutes.
- Produce a wide range of documents; address a variety of office needs which may include word processing, information management, report preparation, publications, information gathering, and communication.

Acts as point of contact with management and administrative, budget and property management staff.

- Coordinate and process equipment and office supply order requests; serve as the point of contact in the administration of all maintenance contracts for office equipment.

Provides guidance to staff on Federal guidelines and procedures.

- Maintain SOPs, guidance documents or instructions associated with the programs and systems used in the organization.
Prepare SOPs and review for accuracy; maintain knowledge of current regulations, policies, and procedures concerning general administration, organization, procurement, travel, personnel, etc.
- Explain HHS and NIH property policies, procedures, and regulations in relation to the acquisition of accountable property items.
- Ensure proper implementation of federal personal property management, as defined by federal laws, regulations, and HHS and NIH Property Management Policies.

Prepares inventory and purchase requests and assists with property management.

- Serve as an alternate property custodian to staff for Division; issue annual personal property passes; maintain and track all property in the assigned office.
- Serve as one of the alternate Property Accountability Officers for accountable property, maintaining required controls and records, and overseeing inventory in accordance with applicable policy and regulations.
- Prepare requisitions for purchase of office supplies and miscellaneous items; maintain office records including office procurements and reimbursement procedures.
- Enter requests for office supplies using POTS.
- Inventory office supplies and equipment; prepare and process purchase requests and maintenance agreements.
- Process and track order requests using government systems i.e., POTS on behalf of office staff.



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- Oversee management and control of federal property from acquisition to disposal; use the NBS Sunflower Property System to support property management activities.
- Prepare and track requests and justifications for the purchase of materials, supplies and office equipment; follow-up on purchase and procurement requests; review receiving documentation and reconcile all receiving problems; maintain records and spreadsheets of all requests.

Coordinates with management on special projects.

- Provide direct administrative, procedural and informational resource support
- Perform a variety of complex, specialized support tasks on an ongoing and ad hoc basis; manage administrative aspects of special projects, draft letters and reports, develop meeting agendas and create and update spreadsheets and databases
- Prepare written correspondence in appropriate format or instructions on a variety of administrative issues based on personal knowledge of the issues, policies, and/or procedures.

Deliverables

- Independently and accurately maintain and creating work products and documents related to updating and maintaining staff calendars; coordinate meetings, meeting materials, scheduling conference rooms and audiovisual equipment.
- Products and documents related to preparing documents, including travel requests, authorizations and vouchers, office correspondence, SOPs, purchase requests and justifications; inventory office supplies and equipment;
- Work products and documents related to preparing spreadsheets, coordinate data calls, and CGE Travel requests that are accurate and completed according DPCPSI processes and procedures.
- Property Custodian, maintains and ensures Sunflower accurately reflects proper user, building location, supervisor, etc.
- Utilizing POTS, ensures that procurement requests are complete and comprehensive of DPCPSI processes and procedures. Through OIT Helpdesk, submit Help Desk tickets.
- Coordinate building maintenance and repairs
- All work is expected to be of expert quality, requiring few or no revisions. Any revisions made by the government are expected to be stylistic in nature and not to correct work products for incomplete information, inaccuracies, incorrect grammar, incorrect formatting, and the like.

Requirements

- College degree and four (4) years of related work experience **OR** a high school diploma or GED and eight (8) years of related work experience;
- Demonstrated experience to perform administrative duties for executive management remotely and with minimal oversight
- Demonstrated advanced computer and internet research skills
- Proficient to expert level in Microsoft applications
- Demonstrated experience handling confidential and time-sensitive material
- Advanced writing and editing skills to prepare routine correspondence with minimal to no revision, as evidenced by at least 2 writing samples.



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- Demonstrated ability to work well with all levels of management and staff

Interested candidate should submit resume.

SCG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.