



# The Scientific Consulting Group, Inc.

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## Job Ad – HIV Clinical Guidelines Coordinator

Consulting firm in Gaithersburg, MD, has a full-time position available for an experienced, detail-oriented panel coordinator with excellent organizational and time management skills, document management experience, task and team scheduling, familiarity with clinical guidelines, and experience with HIV content. At least 10 years of professional experience needed; M.S. degree preferred. Familiarity with opportunistic infections preferred.

Tasks include:

- Working with a team of panel coordinators to support revisions to the [Guidelines for the Prevention and Treatment of Opportunistic Infections in Adults and Adolescents With HIV](#).
- Managing and tracking the guidelines update process, which includes multiple review and revision cycles and consulting with panel leadership, guidelines writers and editors, and other technical staff.
- Providing schedule management, polling and meeting coordination, reference management, document version control, and link management.
- Developing a relationship with the client that inspires trust and confidence.
- Working with cross-functional teams to ensure timely, seamless revision of the guidelines.
- Providing logistical support for panel meetings, rosters, and other activities and communicating meeting proceedings, actions items, and reports to panel members.
- Coordinating calls/virtual meetings/in-person meetings as needed. Managing large bibliographic databases and running literature searches as requested by panel members.
- Maintaining the guidelines tracking system.
- Continuously managing and organizing inventory of guidelines-related documents.
- Maintaining panel membership data and facilitating membership renewal and new member recruitment.

Interested candidate should submit resume and cover letter, along with work samples/portfolio.

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.