



The Scientific Consulting Group, Inc.

656 Quince Orchard Road, Suite 210

Gaithersburg, MD 20878-1409

Phone: 301-670-4990

Fax: 301-670-3815

Job Ad – Program Support Assistant @ OAR

Consulting firm in Gaithersburg, MD seeks a Program Support Assistant. Position will be based at our client site in Rockville, MD.

Background

The NIH Office of AIDS Research (OAR) was created by Congress to oversee, coordinate, and manage all NIH HIV-related research. OAR establishes scientific priorities in the global fight against HIV/AIDS and ensures that U.S. Government research dollars are invested in the areas of highest scientific priority. OAR receives the total Congressional NIH budget allocation for HIV/AIDS (\$3.29B in FY 2024) and distributes funds to the NIH institutes and centers (ICs) which conduct HIV research directly and fund research in the U.S. and internationally. The office maintains a Front Office staff and consists of five teams: Analytics and Evaluation, Budget, Policy Legislation Communications and Engagement, Science, and Operations.

OAR annually solicits input from the scientific community, HIV/AIDS community members and advocates, and other stakeholders to establish scientific priorities and develop its strategic plan. OAR funds research to understand and prevent HIV transmission; to develop effective treatments and interventions for HIV; to discover a cure; and to work on an HIV vaccine. OAR also funds research to treat HIV coinfections and comorbidities, translate discoveries into public health, and advance the NIH HIV/AIDS research agenda. Underpinning across all the HIV research priorities are supporting basic research; addressing health disparities; understanding how social and behavioral factors affect implementation of scientific interventions; and providing training and capacity building in the field.

Scope of Work

This position performs all duties consistent with a Program Support Assistant for the OAR. The individual shall nimbly adjust priorities with limited or no notice, resolves issues presented with appropriate guidance from senior staff or the Contracting Officer's Representative (COR).

The contractor shall work with the COR and other appropriate NIH officials and staff to perform the following:

Task 1: Administrative Support

The individual shall provide administrative support for OAR. Tasks include but are not limited to:

- Supporting OAR committees, work groups and tasks forces.
- Arranging meeting space, obtaining and confirming attendees' schedules, and organizing meeting materials before the meeting.
- Setting up conference calls/virtual meetings (Teams, Zoom) and ensuring the call details are provided to meeting attendees.
- Setting up audio visual equipment for use at meetings.
- Suggesting strategies to improve the team's performance, including implementing strategies to optimize webinars.
- Making edits to and providing input on SOPs to reflect new or updated, and approved procedures.
- Providing correspondence support and related filing for OAR.

Deliverables

- Weekly reports on activities and ad hoc project updates as requested.



The Scientific Consulting Group, Inc.

656 Quince Orchard Road, Suite 210

Gaithersburg, MD 20878-1409

Phone: 301-670-4990

Fax: 301-670-3815

- Respond to written and verbal communications daily.
- As needed, take notes at meetings and list follow-up or other action items requiring the attention of the federal task manager.

Task 2: Document Development and Management

This task involves providing support for paper, electronic, and other files or materials in the OAR. Tasks include but are not limited to:

- Drafting and editing internal correspondence and written materials to inform staff of information impacting operations.
- Photocopying and assembling printed materials as needed.
- Developing and maintaining office records and project files.
- Entering documents into the Requirements Tracking System and/or Incoming Requests Tracking System as soon as items are received.
- Generating meeting minutes, agendas, and other communication materials for proper format, grammar, punctuation, and spelling.
- Serving as a support staff to various committees. Duties include preparing meeting agendas and minutes and tracking action items.
- Performing data entry, spreadsheet-based tracking, and/or other related tasks as needed under the direction of a Front Office POC for project-specific activities.

Deliverables

- Weekly reports on projects and ad hoc project updates as requested.
- Respond to written and verbal communications daily.
- Meeting materials provided to the federal task manager and meeting attendees in advance of the meeting. This includes but is not limited to maintaining meeting folders, including background materials.
- Track, record, and direct incoming and outgoing office documents and requests. Tasks shall be performed immediately upon receipt and are expected to occur numerous times daily.

All deliverables shall be produced by or ahead of deadlines and shall be in line with assigned objectives. Work products shall be of high quality with no content inaccuracies and minimal editorial errors (grammar, punctuation, and spelling).

Requirements

- Bachelor's degree.
- At least 5 years work experience.
- Excellent communication skills, both oral and written.
- Excellent analytical and problem-solving skills.
- Attention to detail, planning, and organization skills.
- Ability to handle multiple ongoing assignments at once.
- Expertise in Microsoft Office Suite (MS Word, Excel, Outlook, and PowerPoint, Skype for Business, Teams) and SharePoint.



The Scientific Consulting Group, Inc.

656 Quince Orchard Road, Suite 210
Gaithersburg, MD 20878-1409
Phone: 301-670-4990
Fax: 301-670-3815

Deliverables: In addition to the items mentioned above, the contractor shall:

- Sign a nondisclosure agreement upon employment.
- Attend meetings as required by the COR.
- Submit other reports as required by the COR.

Interested candidates should submit resume and cover letter.

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.