



The Scientific Consulting Group, Inc.

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Job Ad – Program Support Assistant, OAR

Consulting firm in Gaithersburg, MD seeks a Program Support Assistant.

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 (\$3.1 B in FY 21) and distributes funds to the NIH institutes and centers (ICs) which conduct HIV research directly and fund research in the U.S. and internationally.

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 Deputy Director of the OAR, a senior level executive. The individual always, maintains professionalism, composure, and confidentiality. The individual also is able to nimbly adjust priorities with limited or no notice; resolve conflicts with appropriate guidance from senior staff or from the Contracting Officer's Representative (COR); and use diplomacy and negotiation skills to make arrangements and work to ensure that meeting requests are responded to appropriately and in a timely manner (e.g., frequent reminders, tracking log, etc.). This individual will also provide backup administrative support to the OAR Director.

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

Task 1: Front Office Management

Serve as a key member of the OAR front office support team. Serve as the OAR Deputy Director's "right hand" to ensure that the front office functions efficiently so the Deputy Director can focus on the OAR mission. These tasks may also be performed in support of the OAR Director, if needed. Tasks include, but are not limited to:

- Overseeing the Deputy Director's calendar, reconciling competing priorities, responding to meeting requests, and keeping the Deputy Director apprised of changes.

- Monitoring the calendar and events attended by the OAR Deputy Director to ensure that they leave adjacent meetings on time to attend later meetings.
- Using diplomacy and negotiation skills to plan and ensure that meeting requests are responded to appropriately and in a timely manner.
- Anticipating changes or needed items.
- Notation and maintenance of the Deputy Director's task list.
- Arranging meeting space, confirming attendees' schedules, and organizing meeting materials before the meeting.
- Setting up conference calls/Skype for Business, MS Teams, or Zoom meetings and ensuring the call details and any read ahead materials are provided to the Deputy Director and meeting attendees prior to the beginning of the meeting.
- Receiving visitors, and as needed, directing them to the waiting area, or announcing them before they enter the Deputy Director's office.
- Helping to maintain the front office as a quiet area conducive to work with minimal distractions.
- Coordinating the development, receipt, and transfer of meeting materials.
- Photocopying, and assembling printed materials as needed.
- Proactively ensuring that the Deputy Director has sufficient supplies and other materials for work.
- Suggesting strategies to improve front office operations, including implementing strategies to organize incoming and outgoing correspondence and other documents for the office.
- Attending scheduled meetings to review status of calendar changes, task block updates, plan-ahead activities and other tasks as needed. Record meeting minutes and identify follow-up action items for the Deputy Director, as required.
- Provide input to standard operating procedures documents to reflect new or updated, and approved procedures.

Deliverables

- Weekly reports on projects and *ad hoc* project updates as requested.
- Respond to written and verbal communications daily.
- Ensure task blocks are added to calendars based on deadlines and requested times.
- Provide reminders so the OAR Deputy Director attends meetings on time. Reminders may be electronic, verbal, or other depending on OAR's preference.
- Meeting materials provided to Deputy Director and meeting attendees in advance of the meeting. This includes but is not limited to meeting folders and background materials.
- As needed, take notes at meetings and list follow-up or other action items requiring the attention of the Deputy Director.
- Printed calendars for the Deputy Director on a schedule determined by OAR, as required.
- Procedures should be updated at least monthly.

Task 2: Meeting Coordination and Management

This task involves providing support for meetings and distributing materials for the front office and OAR staff.

Tasks include but are not limited to:

- Supporting the Deputy Director in his new role as Executive Secretary of the OAR Advisory Council. Add the new requirements to the Deputy Director's calendar and provide follow up and reminders to assist

with their successful execution.

- Serving as the Executive Secretary to the NIH AIDS Executive Committee (NAEC). Duties include assembling meeting agendas and minutes and managing Skype/Teams/Zoom meetings.
- Serving as the coordinator for the monthly OAR All-Staff meetings, generating the agenda and talking points for the Deputy Director.
- Generating meeting minutes, agendas, summaries and other communication materials and review for proper format, grammar, punctuation, and spelling.
- Coordinating presentation details and materials, including connecting with presenters.
- Serving as a member of the Event Support Team to support hybrid and virtual meetings involving participants inside and outside of OAR. Adeptly facilitate the logistics of the meetings.
- Drafting and editing written materials, including correspondence, reports, and forms, official duty memoranda. Serve as alternate liaison for reports, including Synthesize, Analyze, Adjudicate, and Vet Information (SAAVI), and NIH Monthly Director's Report.
- Entering documents into the Requests Tracking System as soon as items are received and track to completion. Provide updates as required.
- Photocopying and assembling printed materials as needed.
- Creating and maintaining office records including office procurements and reimbursement procedures, and project files.

Deliverables

- Weekly reports on projects and ad hoc project updates as requested.
- Generating meeting minutes, agendas, and other communication materials for proper format, grammar, punctuation, and spelling.
- Track, record, and direct incoming and outgoing office documents. Tasks should be performed immediately upon receipt and are expected to occur numerous times daily.
- Following established procedures for tracking documents.
- Coordinating the printing and conversion of paper documents to electronic files, as requested by the COR.
- Printed, emailed, or other communication of travel and registration logistics for the OAR Deputy Director.

Requirements

- Bachelor's degree required; health-professions related graduate degree preferred
- 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 and other tools: MS Word, Excel, Outlook, PowerPoint, and Skype for Business, SharePoint, Teams, and Zoom

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 a 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.