

**Office of
Human hr.nih.gov
Resources**

Presented by:

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NIH, Corporate Recruitment Unit



**University of MD
Baltimore County**

Discover Your Career at the NIH
Pathways Students and Recent
Graduates

Your Presenter



Sebastian Lemus, Recruiter

Started in his current position as a Recent Graduate Pathways applicant. He is responsible for managing the OHR social media accounts and the recruitment efforts of veterans. Prior to the NIH, Sebastian served as an Air Traffic Controller in the U.S. Army, earned a Bachelor of Science in Industrial Design, and a Master of Business Administration from Argosy University, Inland Empire.



Agenda

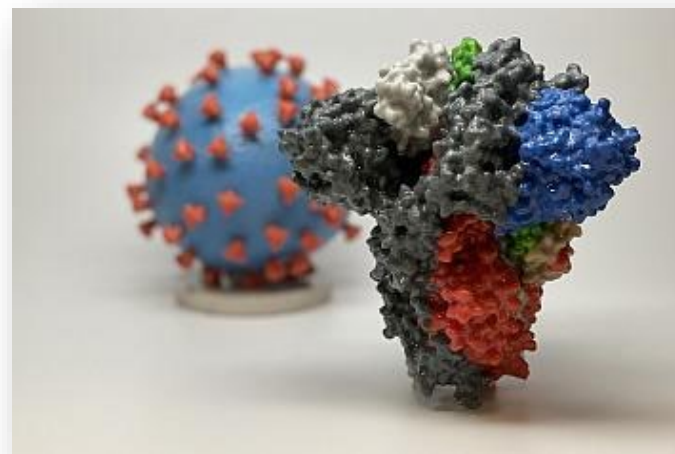
- Who is the NIH?
- What's happening at the NIH?
- What can I do at the NIH?
 - Science positions (research and administrative)
 - Operational positions
- How do I get started at NIH?
- How to apply
- Tips
- Resources
- Questions

Who is NIH?



What's Happening at the NIH?

The BRAIN Initiative



Covid 19 Phase III trials

The *All of Us* Research Program



What Can I Do at NIH?- Science/Medical Careers

Science Administrative Roles

Health/Scientific Policy



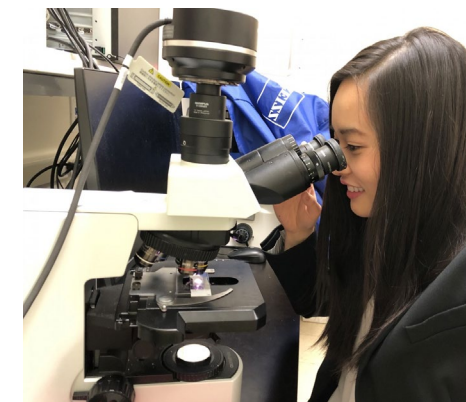
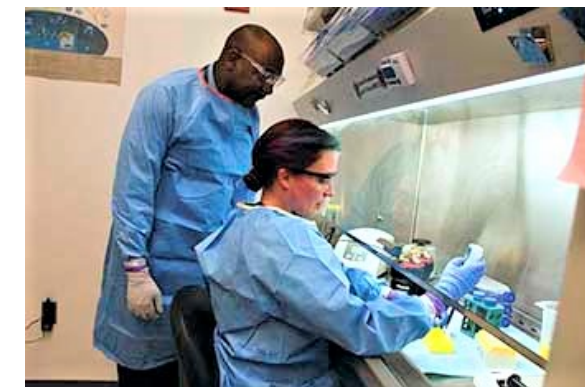
Health Science Administrator



Bioethics



Science/Medical Roles



NIH Internships = Pathways Program



Student Trainee



Recent Graduate

Pathways Facts:



- Paid!
- Work full-time or part-time
- Possible conversion to a permanent or time-limited appointment (1-4 years) after program completion
- Potential benefits package

Types of Pathways Student internships at NIH

Administrative Trainee	Bio Science Lab Technician	Engineer Trainee
<p>Typical work assignments:</p> <ul style="list-style-type: none"> ▪ Provide callers and visitors with general information. ▪ Prepare a variety of standardized documents from rough draft and/or oral instructions. ▪ Develop documents using a variety of office automation applications. ▪ Perform special projects using Microsoft Office systems 	<p>Typical work assignments:</p> <ul style="list-style-type: none"> ▪ Calibrating, operating, and maintaining laboratory equipment which may include routine preparation and production of reagents, antigens, buffers, vaccines, and/or other biological material. ▪ Preparing and maintaining detailed and precise records of experiments. ▪ Assisting with compilation, justification, and refinement of resulting data. ▪ Conducting literature searches of identified topics relevant to the research being done 	<p>Typical work assignments:</p> <ul style="list-style-type: none"> ▪ Assist professional Engineers and/or technicians in performing technical engineering work. ▪ Assist in assembly, installation, or operation of equipment, instruments, or facilities. ▪ Participate in testing activities, including the recording and proper interpretation of routine test results. ▪ Conduct basic field observations as well as obtain, identify, handle and store material samples.

What is a Pathways Recent Graduate?

The Recent Graduates Program is a paid dynamic, one-year developmental program that promotes careers in the Federal Government to recent graduates.





Recent Graduate Positions

Pathways Recent Graduate - Contract Specialist	Pathways Recent Graduate - Program Specialist
<p>Typical work assignments:</p> <ul style="list-style-type: none"> ▪ Evaluate bid responsiveness, contractor responsibility and performance. ▪ Apply knowledge of contract types, methods and techniques. ▪ Coordinate and conduct negotiations on assigned programs. ▪ Apply knowledge of contract administration and termination techniques sufficient to administer and close out contracts. 	<p>Typical work assignments:</p> <ul style="list-style-type: none"> ▪ Participate in the development and implementation of comprehensive plans and strategies for the internal and external integration of day-to-day and long-range projects, actions and activities. ▪ Participate in special studies, which include analyzing data, developing formats to report the results of studies, and recommending alternative courses of action. ▪ Usage of Microsoft Office products fluently

Conversation with a Recent Graduate-Program Specialist



Sebastian Lemus,
Recruiter

What are your responsibilities in your current role?

- Ensure compliance of time-limited services for internal and external customers
- Coordinate through appropriate channels for essential tasks, activities, and guidance
- Participate in outreach activities focused on underrepresented groups

What did you gain from participating in Pathways?

- Exposure to the organizational process and the NIH work culture
- Genuine insight of the role and how I impact both the team and the organization
- Multiple opportunities for professional growth and skill development

Pathways Key Take Aways

Current Students

- Must be enrolled at least half time in an academic program- emphasis on currently enrolled
 - Must maintain a 3.00 GPA
 - Two opportunities for current students:
 - Indefinite** = work while going to school
- Offered once a year in late summer, early September
- Summer** = work full time during the summer
- Offered twice a year in January and March
- Set USAJobs.gov search filter with key term, “Pathways-Student”

Recent Graduate

- Eligibility for two full years after graduation date
- One-year full time commitment
- Potential conversion upon program completion
- Cohort type program with career enrichment opportunities
- Position specific programs:
 - Contract Specialist
 - Program Specialist

Resume Writing Tips

- Demonstrate increased levels of responsibility, if possible
- Include data (i.e. percentages, years of experience) to highlight impact
- Include:
 - Social media expertise
 - PC/MAC platforms
 - Volunteer/service activities- highlight leadership roles
 - Training (Six Sigma, MS Project Manager)
 - Workplace committees (describe your role and impact)
- Be honest but not modest
- Have a third-party review for understanding

Salary Table

Grade	Level of Education	Salary (annual)
GS-01	Enrollment in a high school diploma or GED program	\$25,500
GS-02	High school or GED diploma	\$28,672
GS-03	1 full academic year of post high school study	\$31,284
GS-04	2 full academic years of post high school study or an associate's degree	\$35,119
GS-05	4 academic years of post high school leading to a bachelor's degree or equivalent degree	\$39,291
GS-07	1 full academic year of graduate level education OR eligibility under the Superior Academic Achievement Provision of bachelor's degree	\$48,670
GS-09	2 full academic years of graduate level education, or a master's degree or equivalent graduate degree	\$59,534
GS-11	1 full year experience equivalent to at least GS-9, or PhD.	\$72,030

Resources

- NIH Jobs Website: www.jobs.nih.gov
- Pathways: <http://www.jobs.nih.gov/vacancies/student/default.htm>
- Office of Intramural, Training and Education Website:
www.training.nih.gov
- USAJobs Resource Center: <https://www.usajobs.gov/Help/working-in-government/>
- Federal Resume Tips: www.jobs.nih.gov/jobsearch/FederalResume.htm
- Follow us on:



<https://linkedin.com/company/165107/admin/>



<http://on.fb.me/NIHforJobs>



<http://bit.ly/TwitterNIHforJobs>



Questions?

Comments?