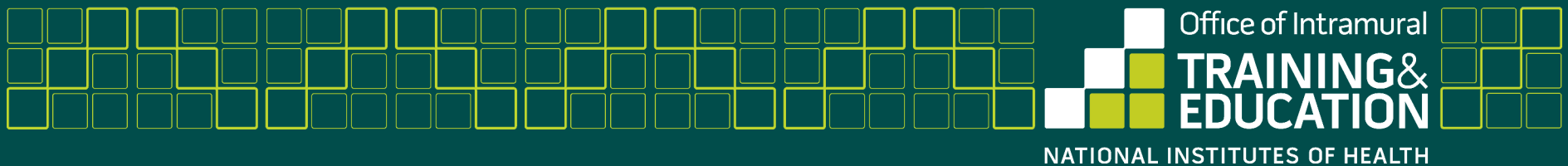


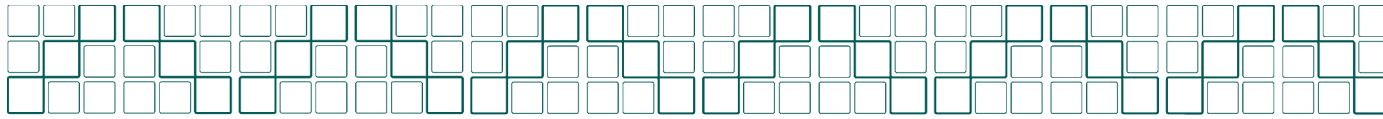
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# Jobs with Uncle Sam

Lori Conlan, PhD

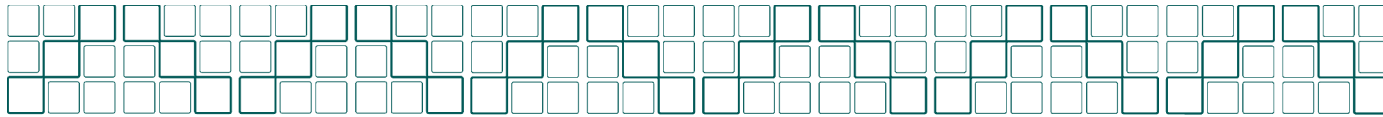
Director, Office of Postdoc Services, OITE, NIH



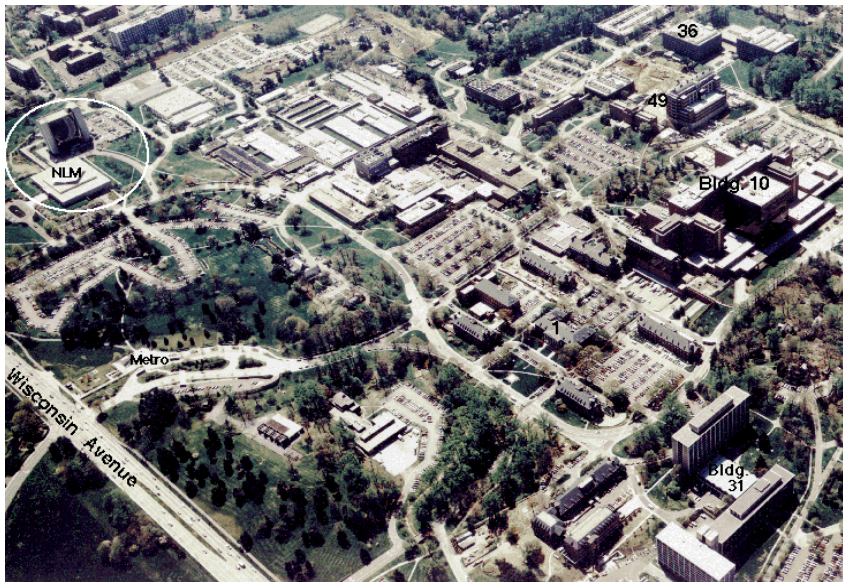


# Agencies needing scientists

- NIH
- NOAA
- NASA
- EPA
- NSF
- USDA
- CDC
- DoD
- DoE

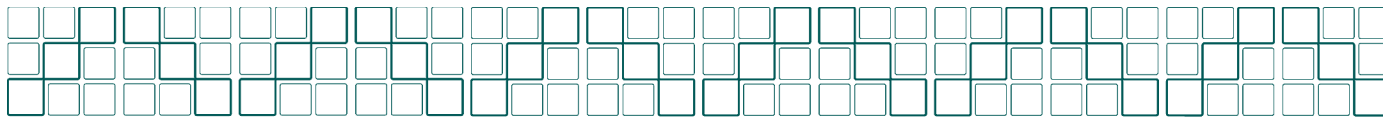


# What is the NIH?



- 27 Institutes and Centers (ICs)
- Campuses in MD, NC, MT, AZ, MI and MA
- \$28 billion budget in FY08
- Two main divisions:  
**intramural** and **extramural**
- Biomedical, behavioral, and social science research at all levels - basic, translational and clinical

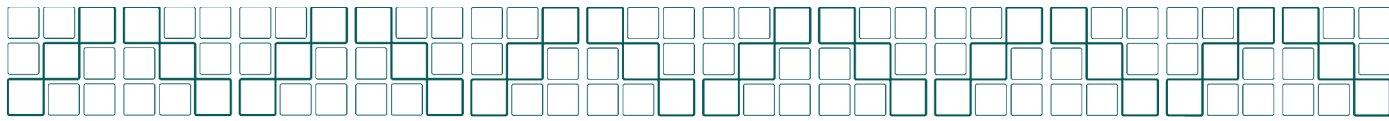
***The Nation's Biomedical  
Research Institution***



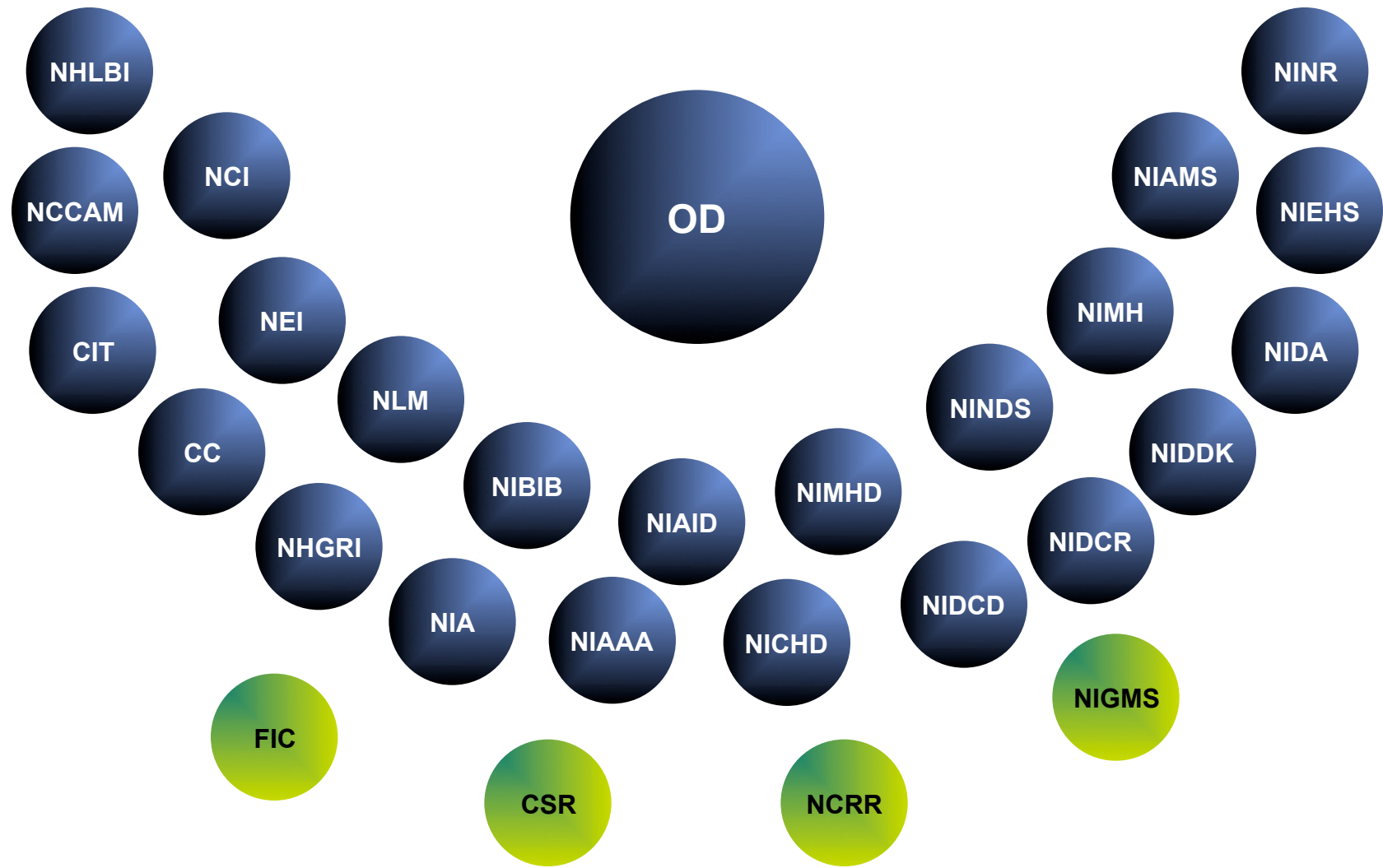
# Core Components of the NIH Mission

- Research
- Communication
- Training



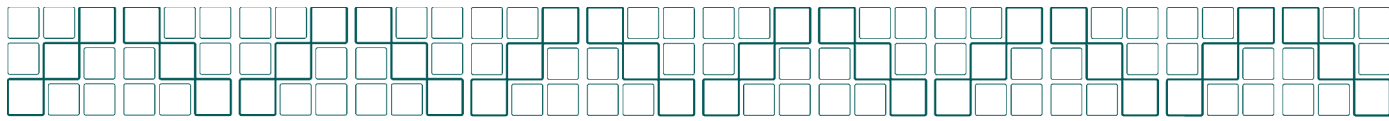


# NIH Institutes & Centers

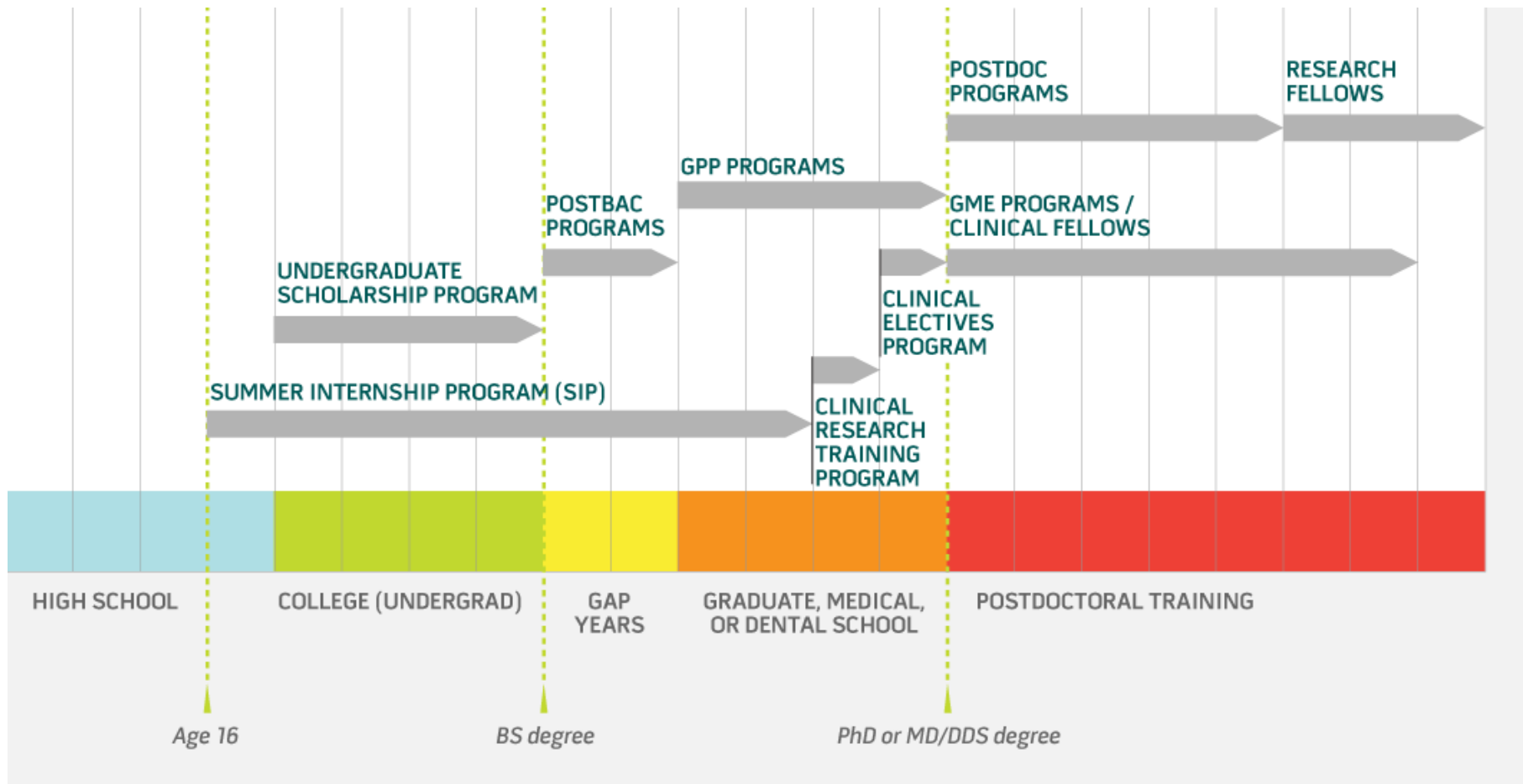


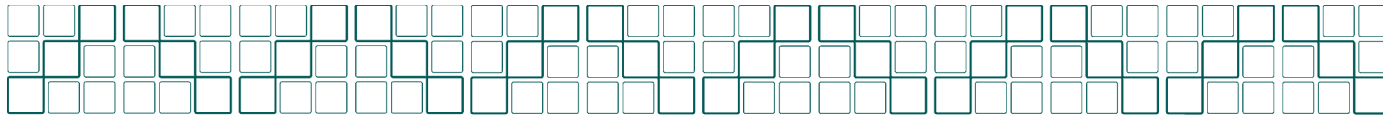
# Why Train or Work at NIH

- A collaborative and interactive community focused on:
  - doing and supporting outstanding research - in all areas
  - science education - at all levels
  - global health partnerships
- Outstanding resources - for science, training, outreach, etc.
- Highly international and diverse community
- Many opportunities for training and career advancement - at NIH and in the surrounding communities
- The Metro DC area is a great place to live and work



# Training Opportunities At All Levels

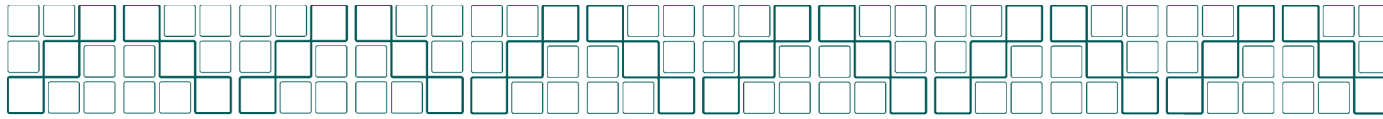




# NIH Postdoctoral Programs

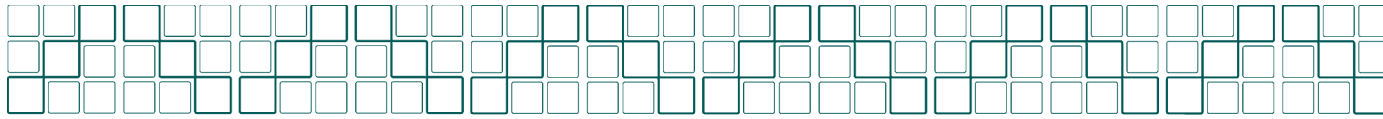
- Positions in basic, translational and clinical research
- For US citizens and foreign nationals
- Must be within 5 yrs of receiving doctoral degree
- A number of competitive fellowships are available:
  - Intramural Fellowship to Promote Diversity
  - Intramural AIDS Research Fellowship
  - National Research Council
  - PRAT Program
- Intramural Loan Repayment program - for research and clinical fellows only

**<http://www.training.nih.gov/postdoctoral/>**



# OITE Educational Programming

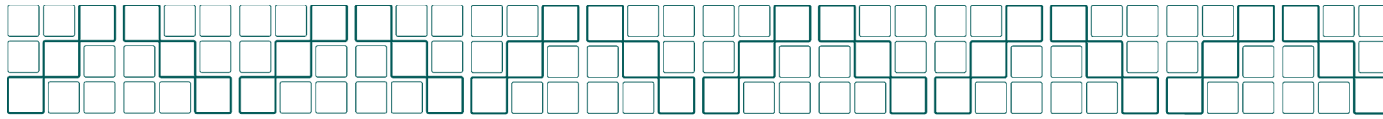
- Workshops and Series
  - Science skills development
  - Science Communication Programs
  - Teaching Skills and Opportunities
  - Leadership and Management Programs
  - Career Advancement Toolkits
  - Going to Graduate School/Going to Medical School Series
- Annual Events
  - Career Symposium
  - Graduate & Professional School Fair
  - Summer Intern/Postbac Poster Days
- Access to
  - OITE Career Services Center
  - Pre-graduate and pre-professional advising



# Types of Jobs

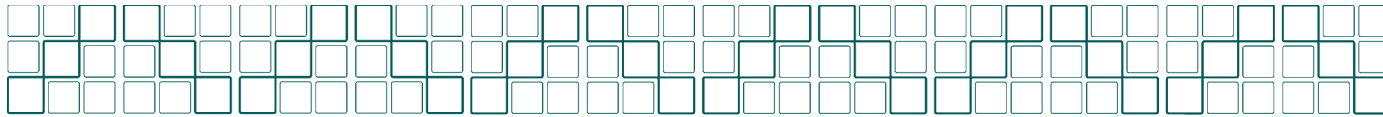
- Program
  - Grant officer (Health Science Administrator)
  - Grants Management Specialists
  - Program analysts
- Policy
  - Legislative analyst
  - Strategic
  - Policy analyst
- Education
  - Training programs
- Science
  - Tenure track
  - Postdoc
  - Staff Scientists
  - Technical writer
  - Tech transfer

- Great descriptions at the [jobs.nih.gov](https://jobs.nih.gov) website



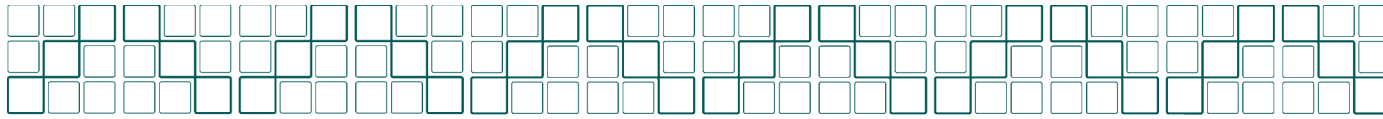
# NIH Jobs obtained by recent postdocs

- Staff scientist (in research labs and in core facilities)
- Tenure-track PI
- Graduate Program Manager in OITE
- Director of Recruitment in IC Training Office
- Policy Analyst in the NIDDK Office of the Director
- Scientific Review Officer in OER



# Federal Hiring Mechanisms

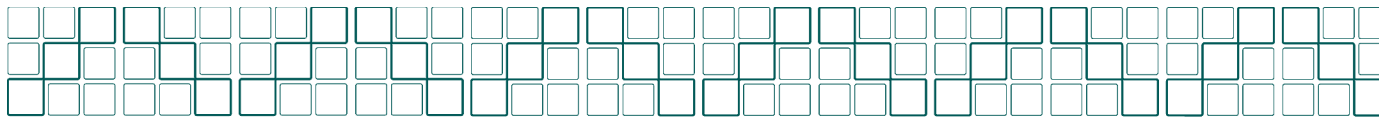
- Title 5 positions (General Schedule)
  - Basic classification and compensation system for white collar Federal jobs
  - Federal benefits and retirement
  - Requires US citizenship
- Title 42 positions (Administratively Determined)
  - Many science positions and clinical research support positions
  - Federal benefits and retirement
  - No citizenship requirement
- Contract positions
  - Using a wide range of companies
  - No citizenship requirement
  - Not eligible for Federal benefits or retirement



# Understanding a Federal Job Announcement

## **GS-0401-11/12, Biologist**

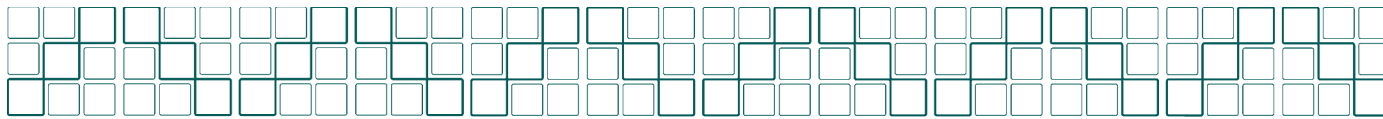
- GS = Pay Plan, General Schedule (the most common)
- 0401 = Biologist Job Series
- 11/12 = The grades at which this position can be filled.
- Biologist = Position title



# GS Pay Schedule (Metro-DC)

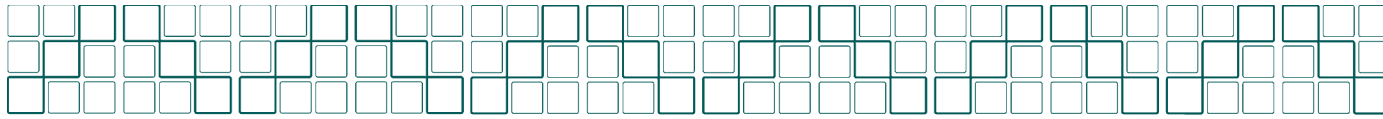
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 21,592	\$ 22,313	\$ 23,031	\$ 23,746	\$ 24,464	\$ 24,886	\$ 25,595	\$ 26,310	\$ 26,338	\$ 27,013
2	24,277	24,854	25,657	26,338	26,633	27,416	28,199	28,981	29,764	30,547
3	26,487	27,370	28,253	29,135	30,018	30,901	31,783	32,666	33,548	34,431
4	29,736	30,727	31,718	32,709	33,700	34,691	35,682	36,673	37,664	38,655
5	33,269	34,378	35,487	36,596	37,706	38,815	39,924	41,033	42,142	43,251
6	37,084	38,320	39,556	40,792	42,028	43,263	44,499	45,735	46,971	48,207
7	41,210	42,584	43,958	45,332	46,705	48,079	49,453	50,827	52,201	53,574
8	45,639	47,161	48,682	50,204	51,725	53,247	54,768	56,290	57,811	59,333
9	50,408	52,089	53,769	55,449	57,129	58,810	60,490	62,170	63,851	65,531
10	55,512	57,362	59,212	61,063	62,913	64,763	66,613	68,463	70,313	72,164
11	60,989	63,021	65,053	67,086	69,118	71,151	73,183	75,215	77,248	79,280
12	73,100	75,537	77,973	80,409	82,845	85,281	87,717	90,154	92,590	95,026
13	86,927	89,825	92,723	95,620	98,518	101,416	104,314	107,211	110,109	113,007
14	102,721	106,145	109,570	112,995	116,419	119,844	123,269	126,693	130,118	133,543
15	120,830	124,858	128,886	132,914	136,941	140,969	144,997	149,025	153,053	153,200 *

Pay varies by location



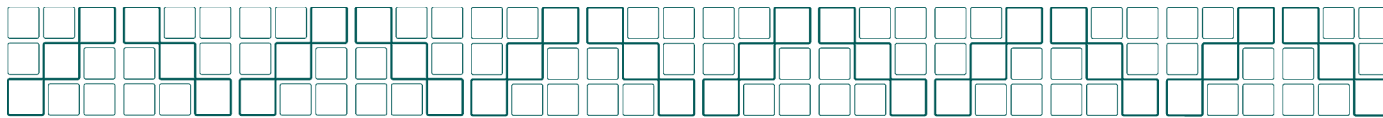
# Finding Jobs

- Jobs@NIH website (<http://www.jobs.nih.gov/>) searches USAJOBS, OITE postings, IC website postings, *Science* online
- USAJOBS
  - The official job site of the US Federal Government
- Contractor websites
  - Juju (<http://www.job-search-engine.com/>; keyword = NIH contractor)
  - Websites for Kelly Scientific, Lockheed Martin, SAIC, Discovery Logic, etc.



# The Vacancy Announcement

- Read the announcement carefully
- Pay close attention to who may apply
  - MP or status announcements are NIH/Federal employee only
  - Citizenship requirements for GS positions are ‘firm’
- Follow all directions specifically
- Note any special qualifications or job duties
- Note any required documentation
  - They mean it when they request transcripts




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 "WORKING FOR AMERICA"

**HELP ?**

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**NEW TO USAJOBS?** » [Your career in the U.S. Government starts here!](#)  
 Explore the **36,798** Federal jobs in the USAJOBS database.

**SEARCH JOBS**

What: (Job title, keywords) Where: (City, State OR Zip Code)

**SEARCH** ▶

**CREATE RESUME**

Create and store a resume for applying to Federal jobs. It's fast, and makes it easier for an employer to find you!



**CREATE** ▶

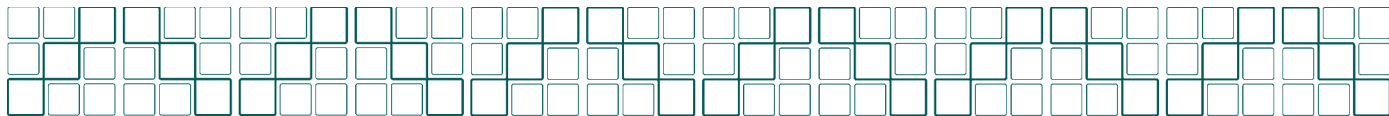
**What did you do at your job today?**

Discover an exciting job that [makes an impact!](#)

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**FEATURED JOB** **FEATURED EMPLOYER**

Minerals Management Service Seeking a leader  The Department of State Make a difference 



USAJOBS is the official job site of the US Federal Government. It's your one-stop source for Federal jobs and employment information.

HELP [?]

- Search Jobs
- My USAJOBS
- Info Center
- Veterans
- Forms
- Employer Services



Department: **Department Of Health And Human Services**  
 Agency: **National Institutes of Health**  
 Sub Agency: **National Institute of Environmental Health Sciences**  
 Job Announcement Number:  
**NIEHS-09-367709-CR-DE**

- Overview
- Duties
- Qualifications & Evaluations
- Benefits & Other Info
- How to Apply

[← Back to Search Results](#)

## Education Outreach Specialist- NIEHS- DE

**SALARY RANGE:** 82,888.00 - 107,756.00 USD /year    **OPEN PERIOD:** Tuesday, September 15, 2009 to Friday, October 16, 2009

**SERIES & GRADE:** GS-0301-13/13    **POSITION INFORMATION:** Full-Time Permanent

**DUTY LOCATIONS:** vacancy(s) in one of the following locations: 1 vacancy - Research Triangle Park, NC

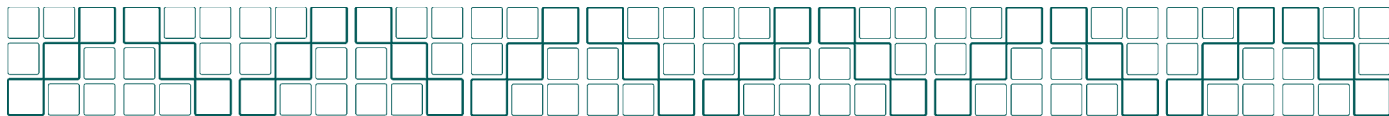
### WHO MAY BE CONSIDERED:

This vacancy is open to all U.S. citizens. The vacancy is being concurrently advertised under merit promotion procedures for [status candidates](#) under announcement NIEHS-09-367709-CR-MP. Candidates who wish to be considered under both procedures MUST apply to both vacancies.

### JOB SUMMARY:

Join us on the edge of discovery. The National Institutes of Health (NIH) is the premiere biomedical research center for the Nation and the world. The 27 Institutes and Centers at NIH employ approximately 18,000 scientists and administrative/support staff leading the way toward important medical discoveries that improve people's health and save lives.





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Address <http://jobview.usajobs.gov/getjob.aspx?JobID=83352195&fedemp=Y%2cY&jbf574=HE38%2cHERA&brd=3876&vw=d&ss=0&fedpub=Y&caller=%2fa9nih.asp&submit1.x=> Go Links

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It's your one-stop source for Federal jobs and employment information.

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Department: **Department Of Health And Human Services**

Agency: **National Institutes of Health**

Sub Agency: **National Institute of Environmental Health Sciences**

Job Announcement Number:  
**NIEHS-09-367709-CR-DE**



Overview | 
 Duties | 
 Qualifications & Evaluations | 
 Benefits & Other Info | 
 How to Apply

[← Back to Search Results](#)

## Education Outreach Specialist- NIEHS- DE

**Additional Duty Location Info:** 1 vacancy - Research Triangle Park, NC

**MAJOR DUTIES:** [Top ▲](#)

If selected for this position, you will direct the national outreach program for recruitment of scientists on behalf of NIEHS and all its Divisions, with primary responsibility for increasing minority and underrepresented groups in the biomedical/biological sciences. You will supervise two employees in the collection of data regarding minority recruitment efforts, analyzing trends in hiring and making recommendations on ways to improve recruitments. You will attend professional, scientific and society meetings, publicizing and discussing environmental health research at the NIEHS. You will carry out presentations to teachers and students in classroom settings in grades K-12, hosts tours of the NIEHS laboratories and compile science education materials created throughout the NIEHS by different programs, grantees and contractors and create a central repository and distribution plan for NIEHS supported instructional and educational materials. You will maintain the NIEHS education website.

[← Back to Search Results](#)

APPLY ONLINE | 
 PRINT PREVIEW | 
 EMAIL A FRIEND | 
 SAVE THIS JOB

---

Done

Start | | | | | | | 8:51 PM



://jobview.usajobs.gov/getjob.aspx?JobID=83352195&fedemp=Y%2cY&jbf574=HE38%2cHERA&brd=3876&vw=d&ss=0&fedpub=Y&caller=%2fa9nih.asp&submit1.x=

- Overview
- Duties
- Qualifications & Evaluations**
- Benefits & Other Info
- How to Apply

[← Back to Search Results](#)

## Education Outreach Specialist- NIEHS- DE

### **QUALIFICATIONS REQUIRED:**

You must have one year of specialized experience equivalent to the GS-12 grade level in the Federal Service. Examples of specialized experience such as, coordinating a national outreach program to recruit employees, giving presentations in a classroom setting; preparing instructional materials; maintaining an educational website.

You must meet U.S. citizenship and all other qualification requirements by the closing date of this announcement in order to be considered for the position.

All male citizens of the United States born after December 31, 1959, must be registered for the Selective Service to be eligible for Federal employment. For more information about registering with the Selective Service visit: <http://www.sss.gov/>.

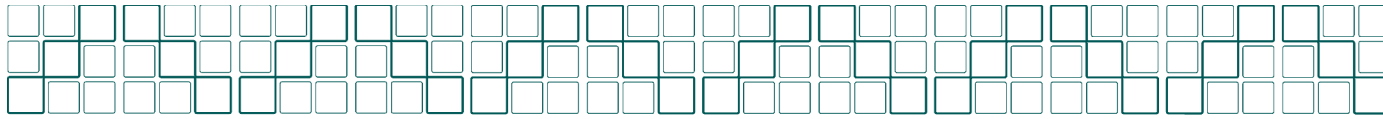
This position is subject to a background investigation..

### **HOW YOU WILL BE EVALUATED:**

[Top ▲](#)

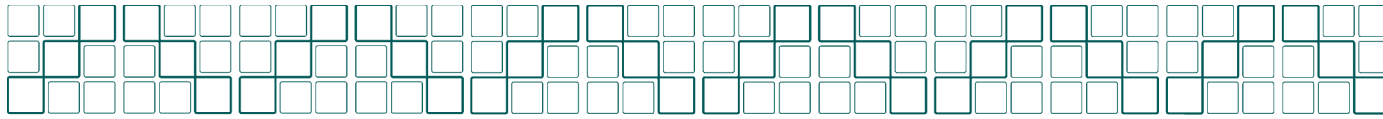
Your application will be evaluated and rated under Category Rating and Selection procedures. Category rating combines the applicant's total qualifying experience and education/training into a single quality category. If you meet the basic qualification requirements, we will further evaluate your entire application package to determine the quality and extent of your experience, education, training, etc., for placement in one of the following categories:

- 1) Best Qualified - Meets the Minimum Qualification Requirements and excels in most requirements of the position;
- 2) Well Qualified - Meets the Minimum Qualification Requirements and meets most requirements of the position;
- 3) Qualified - Meets the Minimum Qualification Requirements, but does not possess the relevant



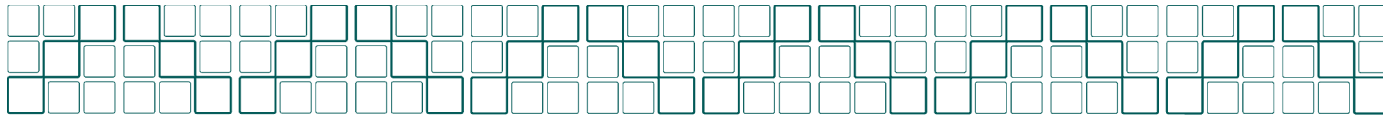
# Evaluation

- Questionnaires/assessment tools
  - Multiple choice questions to assess technical abilities
  - Narrative responses to specific questions to assess higher level skills
- Directed **K**nowledges, **S**kills, and **A**ilities (KSA's) narratives, also called Screening Questions
- Categorical rankings to establish best qualified, well qualified, and qualified applicants



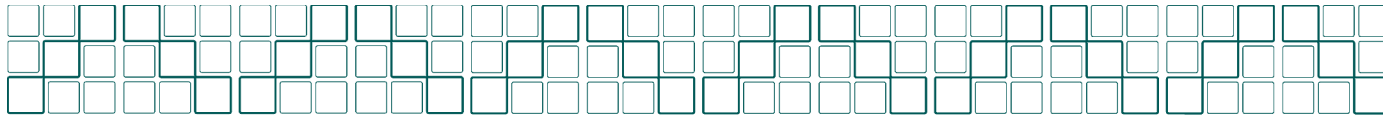
# Questionnaires

- Before actually applying, review questions to see if you have the knowledge, skills, and abilities
- Use the questions to guide your resume revisions
- Answer the questions truthfully but don't underestimate
- Allow adequate time to thoughtfully complete all questions



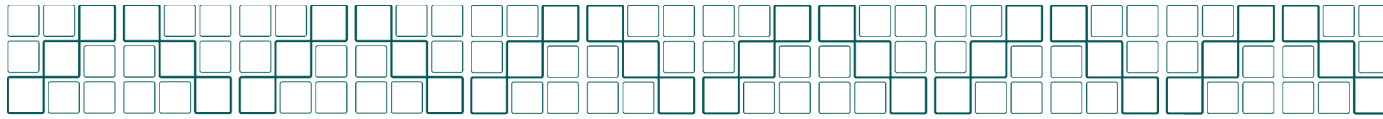
# Your Federal Resume

- Personal info (Name, address, phone numbers, email, & Veteran's preference)
- Job details for all relevant work experience with start & end dates; also include salary
- Education and relevant Training
- Special Skills, awards, associations
- Include non-science work experience and volunteer experiences
- Other qualifications



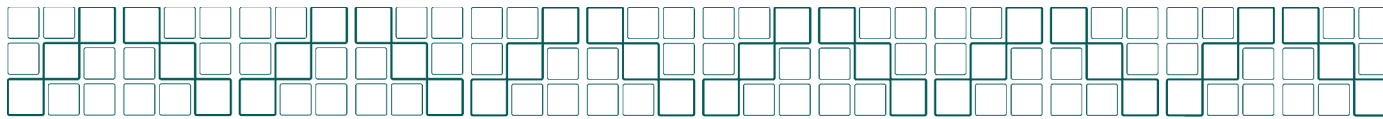
# Once the vacancy closes

- HR screens for eligibility
- HR assigns a rating/ranking
  - Subject matter experts can be used for technical/scientific jobs
- HR sends top candidates to managers on a “Certificate”
- Managers decide who to interview
- HR communicates status to applicants online



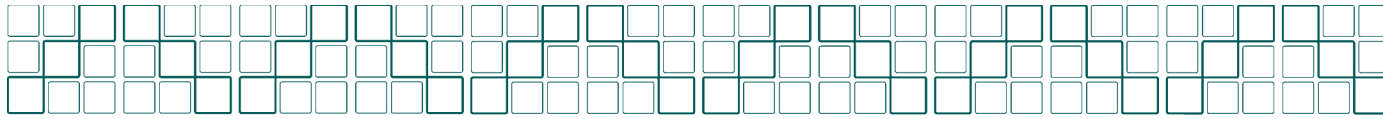
# An example - Dr. Shawn Mullen

- Current position: Graduate Program Coordinator, OITE
  - GS12
- First job out of postdoc
  - Contractor in OITE
  - Hired through Kelly Services
  - Pay comparable to GS11



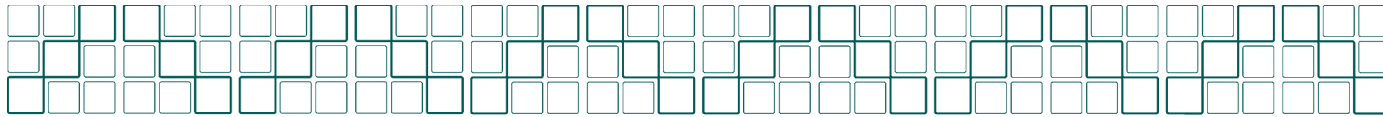
# Why he was competitive for the job

- During his postdoc Shawn:
  - Was involved in NIH Fellows Committee
  - Assumed leadership positions during his last year
  - Helped his PI organize the Mid-Atlantic Diabetes Research Symposium
  - Got to know a number of influential NIH administrators
- During his interview, Shawn:
  - Expressed a willingness to take on administrative responsibilities
  - Showed how his “science” would benefit the position



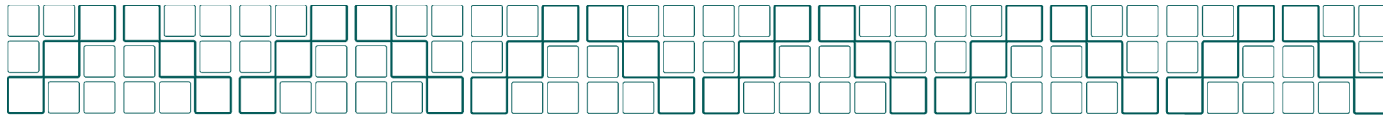
# Keep in touch

- Connect with me on Linked-In
- Watch our career workshops ([www.training.nih.gov](http://www.training.nih.gov))
- Email me at [conlanlo@mail.nih.gov](mailto:conlanlo@mail.nih.gov)



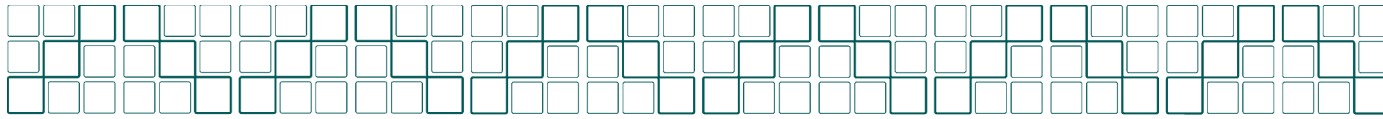
# Executive Order 11935

- Only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for, and be appointed to, competitive service jobs.
- With Office of Personnel Management approval, agencies are permitted to hire non-citizens when there are no qualified citizens available. (highly unusual)



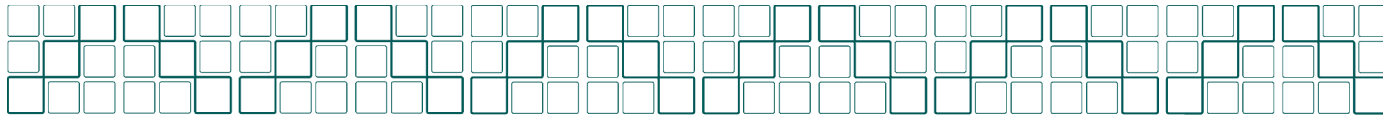
# General Definitions

- **Job series:** Determines the requirements of the position and the nature of the work to be done
- **Position title:** A distinguishing name of a position in a job series
- **Grade level:** An indication of the level of job responsibility and the associated pay for a position
- **Promotion Potential:** Indicates the highest potential grade level of a position
- **Qualifications:** Those requirements that must be met to occupy a positions



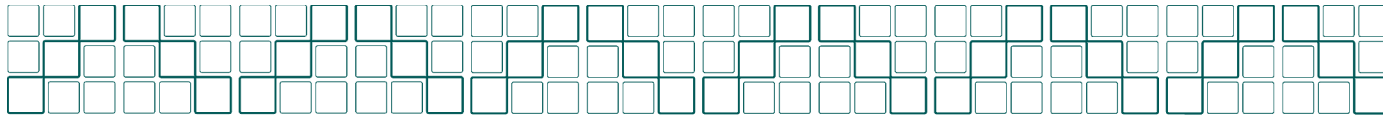
# Title 42 positions

- Administratively Determined (AD) pay plan.
- Title 42 positions are advertised on USAJOBS as well as individual Institute/Center (I.C.) web sites.
- To find these positions, search the NIH USAJOBS website for any positions with a pay plan starting with “AD” or browse the individual Institute/Center (I.C.) web site in your field of interest.



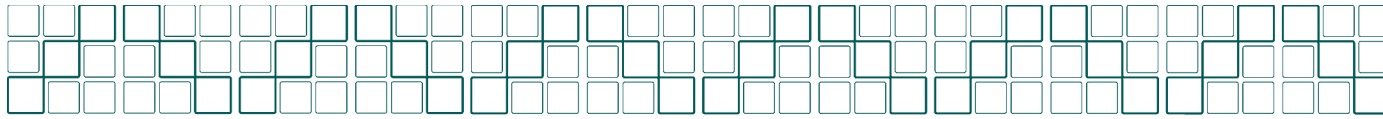
# KSAs

- A KSA is a statement explaining your current level of competence for specific job qualifications.
  - **Knowledge:** an organized body of information obtained through education or previous experience, e.g., biology, accounting, etc.
  - **Skills:** a manual, verbal or mental trait that is directly observable, quantifiable and measurable, e.g., typing.
  - **Abilities:** the aptitude to perform an observable activity which results in a product or consequence, e.g., ability to communicate orally.



# Addressing KSAs Effectively

- Answer each on SEPARATE pages (1/2 pg minimum; in USAJOBS use Additional Information field (up to 20,000 characters))
- Write in first person singular and be specific
  - Focus on Action, Task, Result to explain job experience
- Write as though you're describing your job to someone who knows very little about it
- Devote the most space and detail to describing your current position

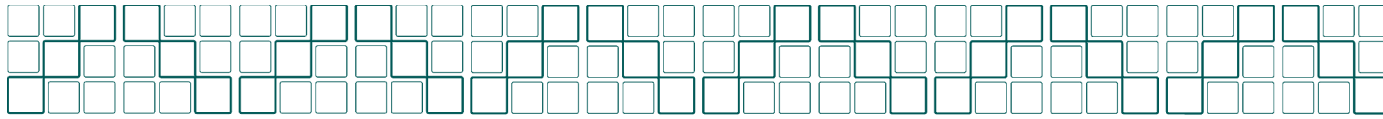


# KSA Example

## KSA #1: Ability to communicate orally and interact with management, scientists and program staff.

Throughout my career, I have relied on my communication skills and resourcefulness to develop a number of successful collaborations and to utilize the resources available to me. For instance, during my time at the WVU School of Pharmacy (1991-1993), I worked with faculty and scientists at Mylan Pharmaceuticals to create a non-traditional pharmacy internship for pharmacy students to experience opportunities in the pharmaceutical industry.

I have had the opportunity to share my research in small scientific groups as well as on a larger stage. I have given 18 invited presentations during my career. The audiences have varied from lay people to the former director of the NIH. My ability to successfully interact with higher management, peers, as well as with the general public indicates my capabilities in communicating orally. My supervisors have acknowledged this ability, and in turn, I was selected to give a platform presentation at the NCI's 20th Anniversary of the "Cloning of the Human MDR1 Gene." In addition, I was asked to represent the NIGMS PRAT Fellowship at a Postdoctoral Research Roundtable Discussion during the NIGMS Chemistry-Biology Interface (CBI) Training

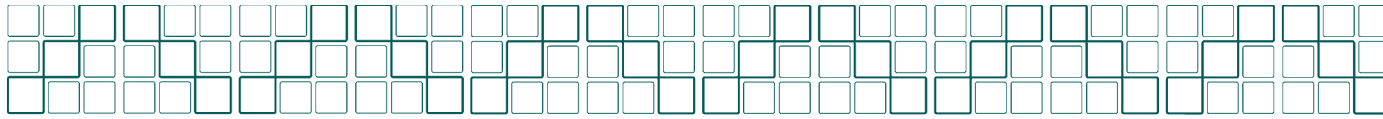


# Mark O. Hatfield Clinical Research Center

The world's largest hospital devoted exclusively to clinical research, with:

- 240 beds
- 7,000 inpatient admissions a year
- 72,600 outpatient visits a year
- 9,750 new patients a year
- 900 active clinical research protocols

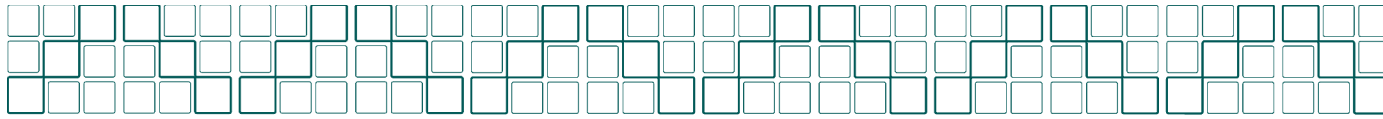
[www.clinicaltrials.gov](http://www.clinicaltrials.gov)



# The Intramural Research Community

- 1100 Tenured/Tenure-track investigators
- 800 Staff Scientists
- 300 Staff Clinicians
- 3800 Postdoctoral Fellows
- 400 Clinical Fellows
- 485 Graduate Students
- 100 Medical Students
- 600 Postbaccalaureates
- 1000+ Summer Students

..... In 1250 intramural labs



# Employers want employees who..

- Have the right technical expertise
- Are creative problem solvers
- Can work independently
- Can work in teams
- Communicate ideas effectively
- Understand the value of time (and money)
- Can see the big picture
- Can attend to the details
- Are willing to take educated risks
- Can lead and motivate people
- Have emotional intelligence and social awareness
- Are leaders

From the American Society for Training & Development and US Labor Dept.