

## **1. Project Support Specialist**

Need highly organized, self-directed, efficient candidate to work in a fast-paced educational environment in Rockville, Maryland.

### **JOB DESCRIPTION:**

Facilitate direct administrative and program support for the day- to-day management of the NIH Training Center. Including the major entities: NIHTC Website; Career and Development Programs (Management Cadre Program, STRIDE Program, HHS Emerging Leaders Program, NIH Management Intern Program, OPM Presidential Management Fellows Program, HHS Career Mentoring Program, NIH Senior Leadership Program, and Human Resource Specialist Intern Program. NIH Specific Training; NIH Online Orientation: HHS Learning Portal (Competencies, Customized Training, Performance Consulting, Retreat/Workshop/Seminar Planning, Executive Coaching, Human Capital Planning Support).

Support responsibilities for all report requirements (weekly, monthly, and annually). Serve as a substitute for the Project Manager. Backup administrative and management support office, office operations/daily office maintenance up keep and support/assist students.

### **RESPONSIBILITIES:**

Provide support in the development and implementation of policy and procedures for programs. Provide guidance to participants, their mentors and supervisors to ensure all program requirements are met as follows:

1. Respond to phone/e-mail inquiries within 24 hours of receipt.
2. Coordinate with the various NIH Institutes/Centers on training program-related activities, concerns and problems. Proactively resolves and/or elevates them to the NIH Program Manager.
3. Coordinate and conduct recruitment and selection activities within specified timeframes and guidelines.
4. Process travel and utilize the NBS Travel system within the federal, HHS and NIH travel regulations.
5. Coordinate and conduct orientation programs for new participants; manage scheduling, logistics, obtain speakers and supplies; counsel (individuals and group) participants on program requirements, policies and procedures.
6. Establish and maintain Intern and Program/Coordinator handbooks with guidance and final approval of the NIH Program Manager
7. Coordinate and conduct a graduation program for participants - manage scheduling, logistics; obtain speakers and supplies.
8. Schedule program-related meetings, invite attendees, create agendas, take and edit minutes; provides briefings and answer questions.
9. Serve as an NIH resource for marketing events such as: career fairs, recruitment events, training sessions and presentations.
10. Occasional travel required for recruitment, marketing and/or programmatic planning and monitoring.
11. Provide administrative management consultation to the program participants in the areas of: federal travel, training, career planning, pay and leave issues, timekeeping and human resources.

12. Create purchase requests and conducts research for program related purchases. Ensure that purchase recommendations submitted to the NIH Program Manager are at the lowest cost to the government.

**MUST HAVE:**

- Minimum three-five years in/with adult education/learners/training
- Knowledge/familiarity with corporate university/training concepts
- . Minimum one-two years' experience in the federal government work environment
- . Minimum one year hands-on work experience in diversified administrative task, i.e., arranging/processing travel arrangements, taking meeting minutes, conference registrations, conference/meeting logistics, creating/processing purchase request, event planning, data base maintenance
- . Human resource knowledge/experience is preferred
- MUST have well-developed computer skills and WORKING KNOWLEDGE of OutLook, MS Word, PowePoint, Excel, Internet Explorer, and Access. Must be able to use an access database and have working knowledge of using Microsoft Suite applications to perform daily tasks such as reporting, presentations, and tracking
- Excellent interpersonal customer service skills to relate to all levels
- Strong attention to detail and organization skills. Must have excellent attention detail, administrative tasks, schedules, and reporting
- Excellent oral and written communication skill.
- Excellent editing skills
- Flexibility for business travel relative to: recruitment, orientation, training, and graduation events

Must have well-developed computer skills and working knowledge of OutLook, MS Word, PowerPoint, Excel, Internet Explorer, and Access. Must have at least one year hands on experience in various administrative detail task. Must be punctual and dependable. Strong and consistent attention to detail Ability to work in an intense educational environment with tight schedules. Strong customer service skills. Flexibility to support changing schedules and timeline. Ability to perform with minimum supervision and exercise appropriate judgment decisions.

Education: Bachelors Degree in Human Resources, Organizational Development, Counseling, Management, or Business/Education Field

**SALARY** - \$40-45K

Send cover letter and resume to:

[sdeberry@cisglobal.com](mailto:sdeberry@cisglobal.com)

No phone calls. No relocation.

## **2. Network System Administrator**

Need highly proficient, self-directed, efficient candidate who can work unsupervised.

### **Position Summary:**

Provides system administration support in a heterogeneous operating system environment using a variety of operating systems, languages, and software with emphasis on UNIX.

**Education:** BS Degree

**Location:** Alexandria, VA

### **Must Have Requirements:**

- Three years of increasingly complex and progressive experience in computer system/network engineering. Includes one year of specialized experience related to the task.
- **Strong in UNIX Administration.**
- **Strong in Unix-based Scripting/Programming (e.g. Perl, C++, Ignite, Oracle Forms/Reports)**
- **Project Specific Requirements:**
- Must be able to provide system administration support in a heterogeneous operating system environment which consists of HP-UX
- 10.20, HP-UX 11.0, Windows Server 2000, Windows Server 2003, Windows 2000 Professional and Windows XP.
- Must be able to install, configure and troubleshoot the above operating systems and products installed on those systems.
- Must understand TCP/IP, DNS resolution, and other basic networking principles
- Must have hardware experience involving basic hardware maintenance such as installing and configuring hard drives, tape drives, and memory for servers and workstations.
- Must have a working knowledge of secure shell, TCP Wrappers, telnet, ftp, and the Oracle environment
- Must be able to write shell scripts
- Must have experience in patch management
- Must have experience in mitigating risks associated with system security vulnerabilities (intrusion detection, monitoring system logs, security policies, etc)
- Must have actual work experience, knowledge, and understanding of the system development life cycle—at least one year.
- Must have at least six months shell script experience (May substitute programming experience in any of the following languages: C, Perl, ADA, or Pascal).
- Must possess strong listening, verbal, and written communication skills.

### **Desired Skills**

- Knowledge of DoD information assurance practices and policies

- Knowledge of CMMI
- Knowledge of HTML
- Knowledge of InstallShield
- Possess customer interface skills

**Additional Requirements:**

- **Must be a U.S. Citizen**
  - **Must be able to pass a Government background check**
  - Will be required to carrier a pager for after hour response
  - Must be able to travel at least 25%
  - Must be able to lift 50 lbs
  - Must be able to pass the Department of the Army Information Assurance Security Officer Course within six months of being assigned to the project
  - Must be proficient in Microsoft Office
- 
- Salary: \$80-\$82,000 based on experience
  - To Apply: Send cover letter and resume to: [sdeberry@cisglobal.com](mailto:sdeberry@cisglobal.com)
  - No phone calls. No relocation.

### **3. Training Coordinator**

Rockville, MD

#### **SUMMARY**

Facilitate direct administrative support for the day to day coordination of the NIH Training Center. Provide full ADM support to the class instructors and classes. This includes the following major functions: front desk phone coverage, booking room reservations/rental request for regular classes/retreats/tailored classes; processing room cancellations; daily class room set-ups/ class room walk-around; creating classes/ monitoring enrollment, creating class files, processing class cancellations/class refund, review of class files; compiling data reports; Coordination of advertising/marketing for Highlights/ NIH Record other NIHTC periodicals; providing full ADM Support and class room support for all training events, responding to phone inquiries, maintaining files.

Support responsibilities for all report requirements (weekly, monthly, and annually). Backup administrative and management support office, office operations/daily office maintenance up keep and support/assist students.

#### **SKILLS/QUALIFICATIONS**

##### **MUST HAVE:**

- " BA degree in social science, business, human resources or education field
- " Minimum three-five years in/with adult education/learners/training.
- " Knowledge/familiarity with corporate university/training concepts.
- " Minimum one-two years experience in the federal government work environment.
- " Minimum one year hands on work experience in diversified administrative/support task.
- " Human resource knowledge/experience is preferred.
- " MUST have well-developed computer skills and WORKING KNOWLEDGE of Outlook, MS Word, PowerPoint, Excel, Internet Explorer, and Access. Must be able to use an access database and have working knowledge of using Microsoft suite applications to perform daily tasks such as reporting, presentations, and tracking.
- " Excellent interpersonal customer service skills to relate to all levels.
- " Strong attention to detail and organization skills. Must have excellent attention detail, administrative tasks, schedules, and reporting.
- " Excellent oral and written communication skills.
- " Excellent editing skills.
- " MUST have well-developed computer skills and WORKING KNOWLEDGE of Outlook, MS Word, PowerPoint, Excel, Internet Explorer, and Access. Must have at least one year hands on experience in various administrative detail tasks. MUST be punctual and dependable. Strong and consistent attention to detail. Ability to work in an intense educational environment with tight schedules. Strong customer service skills. Flexibility to support changing schedules and timeline. Ability to perform with minimum supervision and exercise appropriate judgment decisions.

Salary \$40-45,000, depending on experience

No Relocation

Send resume and cover letter to: [sdeberry@cisglobal.com](mailto:sdeberry@cisglobal.com)