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

Bioethics

Health Science Administrator

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

Business Operations
- Administrative Officer, GS-341
- Program Analyst/Management Analyst, GS-343
- Program Specialist, GS-301

Communications
- Health Communications Specialist, GS-1001
- Public Affairs, GS-1035
- Writer-Editor, GS-1082

Finance
- Financial Management Analyst, GS-501
- Auditor, GS-511
- Budget Analyst, GS-560
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

<table>
<thead>
<tr>
<th>Administrative Trainee</th>
<th>Bio Science Lab Technician</th>
<th>Engineer Trainee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Typical work assignments:</strong></td>
<td><strong>Typical work assignments:</strong></td>
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</tr>
<tr>
<td>▪ Provide callers and visitors with general information.</td>
<td>▪ Calibrating, operating, and maintaining laboratory equipment which may include routine preparation and production of reagents, antigens, buffers, vaccines, and/or other biological material.</td>
<td>▪ Assist professional Engineers and/or technicians in performing technical engineering work.</td>
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<tr>
<td>▪ Prepare a variety of standardized documents from rough draft and/or oral instructions.</td>
<td>▪ Preparing and maintaining detailed and precise records of experiments.</td>
<td>▪ Assist in assembly, installation, or operation of equipment, instruments, or facilities.</td>
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<tr>
<td>▪ Develop documents using a variety of office automation applications.</td>
<td>▪ Assisting with compilation, justification, and refinement of resulting data.</td>
<td>▪ Participate in testing activities, including the recording and proper interpretation of routine test results.</td>
</tr>
<tr>
<td>▪ Perform special projects using Microsoft Office systems</td>
<td>▪ Conducting literature searches of identified topics relevant to the research being done</td>
<td>▪ Conduct basic field observations as well as obtain, identify, handle and store material samples.</td>
</tr>
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</table>
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

<table>
<thead>
<tr>
<th>Pathways Recent Graduate - Contract Specialist</th>
<th>Pathways Recent Graduate - Program Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typical work assignments:</td>
<td>Typical work assignments:</td>
</tr>
<tr>
<td>- Evaluate bid responsiveness, contractor responsibility and performance.</td>
<td>- 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.</td>
</tr>
<tr>
<td>- Apply knowledge of contract types, methods and techniques.</td>
<td>- Participate in special studies, which include analyzing data, developing formats to report the results of studies, and recommending alternative courses of action.</td>
</tr>
<tr>
<td>- Coordinate and conduct negotiations on assigned programs.</td>
<td>- Usage of Microsoft Office products fluently</td>
</tr>
<tr>
<td>- Apply knowledge of contract administration and termination techniques sufficient to administer and close out contracts.</td>
<td></td>
</tr>
</tbody>
</table>
Conversation with a Recent Graduate-Program Specialist

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

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

- NIH Jobs Website: www.jobs.nih.gov
- Office of Intramural, Training and Education Website: www.training.nih.gov
- USAJobs Resource Center: https://www.usajobs.gov/Help/working-in-government/
- Follow us on:
  - https://linkedin.com/company/165107/admin/
  - http://on.fb.me/NIHforJobs
Questions?

Comments?