

NIMH SOAR Master Labor Categories				
Labor Category	Level	Functional Responsibilities	Minimum/General Experience	Minimum Education
Accounting Technician	1	1. Conducts daily reviews of financial transactions and reconciles balance sheets. 2. Reviews funding documents for accuracy and completeness and assists performing corrections. 3. Reviews and makes recommendations for obligation of a variety of documents. 4. Receives and processes invoices and obtains appropriate approving signatures. 5. Researches and corrects accounting errors and advises designated staff.	1-2 years a. Experience in a related field keeping and maintaining accounting ledgers and documentation. b. Experience using computer accounting software and Web based systems. c. Proficiency with MS Office Suite. d. Demonstrates Strong organizational skills. e. Strong oral and written communication skills.	Associate's or Vocational Bookkeeping Certificate in Accounting
Accounting Technician	2	1. Conducts daily reviews of financial transactions and reconciles balance sheets. 2. Reviews funding documents for accuracy and completeness and assists performing corrections. 3. Reviews and makes recommendations for obligation of a variety of documents. 4. Receives and processes invoices and obtains appropriate approving signatures. 5. Researches and corrects accounting errors and advises designated staff.	3-4 years a. Experience keeping and maintaining accounting ledgers and documentation. b. Experience using accounting software and Web based systems. c. Proficiency with MS Office Suite. d. Strong organizational skills. e. Strong oral and written communication skills.	Associate's or Vocational Bookkeeping Certificate in Accounting or a Bachelor's degree and 1-2 years of experience.
Animal Biologist Non-Human Primate	1	1. Conducts / provides behavioral testing on non-human primates. 2. Conducts MRI structural scans. 3. Handles and trains non-human primates. 4. Provides safe transportation of non-human primates. 5. Performs historical processing of non-human primate tissue. 6. Prepares/sterilizes surgical equipment and instruments. 7. Provides input into research protocol and performs surgical procedures on animals involved in research protocols. 8. Collects, maintains, and organizes MRI imaging data.	1-2 years experience and a. Experience working with animals non-human primates in a research environment. b. Demonstrates Experience performing surgical procedures with non-human primates. c. Experience analyzing experimental data.	Bachelor's in Life Biological sciences
Animal Biologist Non-Human Primate	2	1. Conducts / provides behavioral testing on non-human primates. 2. Conducts MRI structural scans. 3. Handles and trains non-human primates. 4. Provides safe transportation of non-human primates. 5. Performs historical processing of non-human primate tissue. 6. Prepares/sterilizes surgical equipment and instruments. 7. Provides input into research protocol and performs surgical procedures on animals involved in research protocols. 8. Collects, maintains, and organizes MRI imaging data. 9. Performs health surveillance and assessment of non-human primates.	3-4 years experience and a. Experience working with animals non-human primates in a research environment. b. Demonstrates Experience performing surgical procedures with non-human primates. c. Experience analyzing experimental data.	Bachelor's in Life Biological sciences
Animal Biologist Non-Human Primate	3	1. Conducts / provides behavioral testing on non-human primates. 2. Conducts MRI structural scans. 3. Handles and trains non-human primates. 4. Provides safe transportation of non-human primates. 5. Performs historical processing of non-human primate tissue. 6. Prepares/sterilizes surgical equipment and instruments. 7. Provides input into research protocol and performs surgical procedures on animals involved in research protocols. 8. Collects, maintains, and organizes MRI imaging data. 9. Performs health surveillance and assessment of non-human primates. 10. Provides training of new staff on the proper handling and testing of non-human primates.	5-7 years experience and a. Experience working with animals non-human primates in a research environment. b. Demonstrates Experience performing surgical procedures with non-human primates. c. Experience analyzing experimental data.	Bachelor's in Life Biological sciences
Animal Biologist Non-Human Primate	4	1. Conducts / provides behavioral testing on non-human primates. 2. Conducts MRI structural scans. 3. Handles and trains non-human primates. 4. Provides safe transportation of non-human primates. 5. Performs historical processing of non-human primate tissue. 6. Prepares/sterilizes surgical equipment and instruments. 7. Provides input into research protocol and performs surgical procedures on animals involved in research protocols. 8. Collects, maintains, and organizes MRI imaging data. 9. Performs health surveillance and assessment of non-human primates. 10. Provides training of new staff on the proper handling and testing of non-human primates.	8-10 years experience and a. Experience working with animals non-human primates in a research environment. b. Demonstrates Experience performing surgical procedures with non-human primates. c. Experience analyzing experimental data.	Bachelor's in Life Biological sciences
Animal Biologist Non-Human Primate	5	1. Conducts / provides behavioral testing on non-human primates. 2. Conducts MRI structural scans. 3. Handles and trains non-human primates. 4. Provides safe transportation of non-human primates. 5. Performs historical processing of non-human primate tissue. 6. Prepares/sterilizes surgical equipment and instruments. 7. Provides input into research protocol and performs surgical procedures on animals involved in research protocols. 8. Collects, maintains, and organizes MRI imaging data. 9. Performs health surveillance and assessment of non-human primates. 10. Provides training of new staff on the proper handling and testing of non-human primates.	11-13 years experience and a. Experience working with animals non-human primates in a research environment. b. Demonstrates Experience performing surgical procedures with non-human primates. c. Experience analyzing experimental data.	PhD in Life Biological sciences
Animal Biologist Small Animal	1	1. Studies the basic principles of animal life and the effects of varying environmental factors. 2. Conducts research and performs experiments on the selection and breeding of animals. 3. Maintains animal colonies. 4. Performs simple surgeries on animals. 5. Prepares and analyzes animal tissues. 6. Performs molecular biology techniques. 7. Performs immunohistochemistry on animal tissues.	1-2 years of experience and a. Experience in molecular biology or immunocytochemistry, or a related field. b. Demonstrates Experience in performing animal surgical procedures with small animals. c. Experience analyzing experimental data.	Bachelor's in Biological sciences
Animal Biologist Small Animal	2	1. Studies the basic principles of animal life and the effects of varying environmental factors. 2. Conducts research and performs experiments on the selection and breeding of animals. 3. Maintains animal colonies. 4. Performs simple surgeries on animals. 5. Prepares and analyzes animal tissues. 6. Performs molecular biology techniques. 7. Performs immunohistochemistry on animal tissues. 8. Analyzes experimental data.	3-4 years of experience and a. Experience in molecular biology or immunocytochemistry, or a related field. b. Demonstrates Experience in performing animal surgical procedures with small animals. c. Experience analyzing experimental data.	Bachelor's in Biological sciences
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Behavioral Geneticist	1	1. Designs and performs complex experiments and testing. 2. Designs, tests and recommends new approaches and strategies for performing behavioral research. 3. Documents research findings and maintains accurate logs and records of all experimental activities and outcomes. 4. Provides subject matter expertise to senior scientists and program executives. 5. Prepares results of experimental findings for presentation and publication.	5-7 years and a. Expertise designing and performing quantitative and qualitative behavioral research. b. Proficiency with statistical programming packages (i.e. R, STATA, SAS or Python). c. Experience with data visualization and integrated statistics tools (e.g. Microsoft Power BI, Domo, Qlik, D3.js, etc.). c. Proficiency with MS Office Suite.	PhD in Psychology or genetics
Biochemist	1	1. Performs research activities and other tasks in a laboratory environment. 2. Records observations and measurements and reports results at weekly laboratory meetings. 3. Documents and analyzes data from experiments. 4. Evaluates new technologies and instruments. 5. Maintains lab notebooks and lab equipment.	1-2 years and a. Related experience Laboratory experience in biology, chemistry or biophysics. b. Proficiency Basic computer skills to include with MS Office Suite. c. Background in biology, chemistry and / or biophysics. d. Strong oral and written communication skills.	Master's in Science related field Biochemistry, Biology, or Chemistry

Biochemist	2	1. Performs research activities and other tasks in a laboratory environment. 2. Records observations and measurements and reports results at weekly laboratory meetings. 3. Documents and analyzes data from experiments. 4. Evaluates new technologies and instruments. 5. Maintains lab notebooks and lab equipment. 6. Writes technical reports and prepares manuscripts. 7. Performs lab techniques which study the chemical processes of living organisms. 8. Conducts research experiments that will determine the effects of food, drugs, serums, hormones, and other substances on tissues and processes of living organisms.	3-4 years and a. Related experience Laboratory experience in biology, chemistry or biophysics. b. Proficiency Basic computer skills to include with MS Office Suite. c. Background in biology, chemistry and / or biophysics. d. Strong oral and written communication skills.	Master's in Science related field Biochemistry, Biology, or Chemistry
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Bioinformatics Scientist	1	1. Provides programming and troubleshooting support to the Federal Government in the dissemination of research data. 2. Performs computations on research data analysis. 3. Works with staff on scientific programming and experimental design. 4. Records observations and report results at weekly laboratory meetings. 5. Provides statistical support / analysis on research data.	1-2 years and a. Experience in related field performing supporting biological research. b. Basic Knowledge of computer science, systems analysis, and systems programming. c. Proficiency with Computer skills to include MS Office Suite. d. Experience with C, C++, and Java.	Master's in Biological Sciences or Life Sciences Bioinformatics or Computational Biology
Bioinformatics Scientist	2	1. Provides programming and troubleshooting support to the Federal Government in the dissemination of research data. 2. Performs computations on research data analysis. 3. Works with staff on scientific programming and experimental design. 4. Records observations and report results at weekly laboratory meetings. 5. Provides statistical support / analysis on research data.	3-4 years and a. Experience in related field performing supporting biological research. b. Basic Knowledge of computer science, systems analysis, and systems programming. c. Proficiency with Computer skills to include MS Office Suite. d. Experience with C, C++, and Java.	Master's in Biological Sciences or Life Sciences Bioinformatics or Computational Biology
Bioinformatics Scientist	3	1. Provides programming and troubleshooting support to the Federal Government in the dissemination of research data. 2. Performs computations on research data analysis. 3. Works with staff on scientific programming and experimental design. 4. Records observations and report results at weekly laboratory meetings. 5. Provides statistical support / analysis on research data. 6. Provides research / service goals in the context of the laboratory's overall mission. 7. Evaluates new types of experimental approaches to protocols based on knowledge of scientific literature, available facilities and research needs. 8. Independently coordinates the training of personnel in the use of scientific software applications, statistical software applications and programmatic software applications.	5-6 years and a. Experience in related field performing supporting biological research. b. Basic Knowledge of computer science, systems analysis, and systems programming. c. Proficiency with Computer skills to include MS Office Suite. d. Experience with C, C++, and Java.	Master's in Biological Sciences or Life Sciences Bioinformatics or Computational Biology
Bioinformatics Scientist	4	1. Provides programming and troubleshooting support to the Federal Government in the dissemination of research data. 2. Performs computations on research data analysis. 3. Works with staff on scientific programming and experimental design. 4. Records observations and report results at weekly laboratory meetings. 5. Provides statistical support / analysis on research data. 6. Provides research / service goals in the context of the laboratory's overall mission. 7. Evaluates new types of experimental approaches to protocols based on knowledge of scientific literature, available facilities and research needs. 8. Independently coordinates the training of personnel in the use of scientific software applications, statistical software applications and programmatic software applications. 9. Initiates interdisciplinary collaborations with other research centers. 10. Deliver at least one presentation per year to audiences outside the Government.	7-8 years and a. Experience in related field performing supporting biological research. b. Basic Knowledge of computer science, systems analysis, and systems programming. c. Proficiency with Computer skills to include MS Office Suite. d. Experience with C, C++, and Java. e. Advanced knowledge of bioinformatics approaches to analyze data and develop computational tools.	Master's in Biological Sciences or Life Sciences Bioinformatics or Computational Biology
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Biological Scientist	1	1. Provides technical experience needed to assist in studying the basic principles of plant and animal life. 2. Assists with performing basic laboratory experiments and procedures. 3. Prepares, organizes and maintains various lab samples, supplies, and equipment. 4. Learns new laboratory techniques and procedures.	1-2 years and a. Experience in biology or related field performing biological research functions in a research setting. b. Demonstrates experience working in a laboratory environment. c. Demonstrates knowledge of Experience maintaining accurate and detailed records. d. Demonstrates Knowledge of proper laboratory disposal methods and safety procedures.	Master's in Biology, life sciences or related field
Biological Scientist	2	1. Provides technical experience needed to assist in studying the basic principles of plant and animal life. 2. Performs various laboratory experiments and procedures. 3. Prepares, organizes and maintains various lab samples, supplies, and equipment. 4. Learns new laboratory techniques and procedures and trains staff. 5. Analyzes and interprets data and prepares summaries and reports. 6. Monitors storage and disposal of laboratory materials and substances. 7. Provides advanced technical support and troubleshooting of sophisticated equipment. 8. Searches scientific literature for new methods and procedures.	3-4 years and a. Experience in biology or related field performing biological research functions in a research setting. b. Demonstrates experience working in a laboratory environment. c. Demonstrates knowledge of Experience maintaining accurate and detailed records. d. Demonstrates Knowledge of proper laboratory disposal methods and safety procedures.	Master's in Biology, life sciences or related field
Biological Scientist	3	1. Provides technical experience needed to assist in studying the basic principles of plant and animal life. 2. Performs various complex laboratory experiments and procedures. 3. Prepares, organizes and maintains various lab samples, supplies, and equipment. 4. Learns new laboratory techniques and procedures and trains staff. 5. Analyzes and interprets data and prepares summaries and reports. 6. Monitors storage and disposal of laboratory materials and substances. 7. Provides advanced technical support and troubleshooting of sophisticated equipment. 8. Searches scientific literature for new methods and procedures. 9. Performs literature searches in order to develop new research procedures and applications. 10. Develops and maintains research database.	5-6 years and a. Experience in biology or related field performing biological research functions in a research setting. b. Demonstrates experience working in a laboratory environment. c. Demonstrates knowledge of Experience maintaining accurate and detailed records. d. Demonstrates Knowledge of proper laboratory disposal methods and safety procedures.	Master's in Biology, life sciences or related field
Biological Scientist	4	1. Provides technical experience needed to assist in studying the basic principles of plant and animal life. 2. Independently performs various complex laboratory experiments and procedures. 3. Prepares, organizes and maintains various lab samples, supplies, and equipment. 4. Learns new laboratory techniques and procedures and trains staff. 5. Analyzes and interprets data and prepares summaries and reports. 6. Monitors storage and disposal of laboratory materials and substances. 7. Provides advanced technical support and troubleshooting of sophisticated equipment. 8. Searches scientific literature for new methods and procedures. 9. Performs literature searches in order to develop new research procedures and applications. 10. Develops and maintains research database.	7-8 years and a. Experience in biology or related field performing biological research functions in a research setting. b. Demonstrates experience working in a laboratory environment. c. Demonstrates knowledge of Experience maintaining accurate and detailed records. d. Demonstrates Knowledge of proper laboratory disposal methods and safety procedures.	Master's in Biology, life sciences or related field
Biological Scientist	5	1. Provides technical experience needed to assist in studying the basic principles of plant and animal life. 2. Independently performs various complex laboratory experiments and procedures. 3. Prepares, organizes and maintains various lab samples, supplies, and equipment. 4. Learns new laboratory techniques and procedures and trains staff. 5. Analyzes and interprets data and prepares summaries and reports. 6. Monitors storage and disposal of laboratory materials and substances. 7. Provides advanced technical support and troubleshooting of sophisticated equipment. 8. Searches scientific literature for new methods and procedures. 9. Performs literature searches in order to develop new research procedures and applications. 10. Develops and maintains research database.	9-10 years and a. Experience in biology or related field performing biological research functions in a research setting. b. Demonstrates experience working in a laboratory environment. c. Demonstrates knowledge of Experience maintaining accurate and detailed records. d. Demonstrates Knowledge of proper laboratory disposal methods and safety procedures.	Master's in Biology, life sciences or related field
Biological Scientist	6	1. Provides technical experience needed to assist in studying the basic principles of plant and animal life. 2. Independently performs various complex laboratory experiments and procedures. 3. Prepares, organizes and maintains various lab samples, supplies, and equipment. 4. Learns new laboratory techniques and procedures and trains staff. 5. Analyzes and interprets data and prepares summaries and reports. 6. Monitors storage and disposal of laboratory materials and substances. 7. Provides advanced technical support and troubleshooting of sophisticated equipment. 8. Searches scientific literature for new methods and procedures. 9. Performs literature searches in order to develop new research procedures and applications. 10. Develops and maintains research database.	11-12 years and a. Experience in biology or related field performing biological research functions in a research setting. b. Demonstrates experience working in a laboratory environment. c. Demonstrates knowledge of Experience maintaining accurate and detailed records. d. Demonstrates Knowledge of proper laboratory disposal methods and safety procedures.	Master's in Biology, life sciences or related field
Biological Scientist	7	1. Provides technical experience needed to assist in studying the basic principles of plant and animal life. 2. Independently performs various complex laboratory experiments and procedures. 3. Prepares, organizes and maintains various lab samples, supplies, and equipment. 4. Learns new laboratory techniques and procedures and trains staff. 5. Analyzes and interprets data and prepares summaries and reports. 6. Monitors storage and disposal of laboratory materials and substances. 7. Provides advanced technical support and troubleshooting of sophisticated equipment. 8. Searches scientific literature for new methods and procedures. 9. Performs literature searches in order to develop new research procedures and applications. 10. Develops and maintains research database.	13-14 years and a. Experience in biology or related field performing biological research functions in a research setting. b. Demonstrates experience working in a laboratory environment. c. Demonstrates knowledge of Experience maintaining accurate and detailed records. d. Demonstrates Knowledge of proper laboratory disposal methods and safety procedures.	Master's in Biology, life sciences or related field

Biomedical Engineer	1	1. Designs and develops biomedical equipment. 2. Coordinates the testing and analysis process. 3. Tests the functionality of equipment and takes accuracy, sensitivity, and selectivity measurements. 4. Monitors biomedical equipment to ensure compliance with regulatory requirements.	3-4 years and a. Experience providing biomedical engineering support to laboratory operations in biomedical engineering or a related field. b. Demonstrates Knowledge of biomedical regulatory requirements.	Bachelor's in Biomedical Engineering or a related discipline
Biomedical Engineer	2	1. Designs and develops biomedical equipment. 2. Coordinates the testing and analysis process. 3. Tests the functionality of equipment and takes accuracy, sensitivity, and selectivity measurements. 4. Monitors biomedical equipment to ensure compliance with regulatory requirements. 5. Provides technical training on equipment operations.	5-7 years and a. Experience providing biomedical engineering support to laboratory operations in biomedical engineering or a related field. b. Demonstrates Knowledge of biomedical regulatory requirements.	Bachelor's in Biomedical Engineering or a related discipline
Biomedical Engineer	3	1. Designs and develops biomedical equipment. 2. Coordinates the testing and analysis process. 3. Tests the functionality of equipment and takes accuracy, sensitivity, and selectivity measurements. 4. Monitors biomedical equipment to ensure compliance with regulatory requirements. 5. Provides technical training on equipment operations.	8-10 years and a. Experience providing biomedical engineering support to laboratory operations in biomedical engineering or a related field. b. Demonstrates Knowledge of biomedical regulatory requirements.	Bachelor's in Biomedical Engineering or a related discipline
Budget Analyst	1	1. Performs routine budget execution functions for assigned budget area and monitors, reviews and reconciles information relating to commitments, obligations, expenditures and reimbursable orders. 2. Reviews obligating documents in accounting system for accuracy and prepares reports. 3. Performs analysis of financial and accounting records to determine financial resources and budget allocations. 4. Reviews expenditures and monitors budget status and develops detailed budget reports. 5. Maintains and updates databases, monitors and verifies accuracy of data, and identifies errors and performs corrections.	1-2 years and a. Budget formulation, accounting and financial analysis experience. b. Proficiency with MS Office Suite, specifically spreadsheet development and management. c. Knowledge of federal budgetary and accounting practices.	Bachelor's in Economics, finance, accounting
Budget Analyst	2	1. Performs routine budget execution functions for assigned budget area and monitors, reviews and reconciles information relating to commitments, obligations, expenditures and reimbursable orders. 2. Reviews obligating documents in accounting system for accuracy and prepares reports. 3. Performs analysis of financial and accounting records to determine financial resources and budget allocations. 4. Reviews expenditures and monitors budget status and develops detailed budget reports. 5. Maintains and updates databases, monitors and verifies accuracy of data, and identifies errors and performs corrections.	3-4 years and a. Budget formulation, accounting and financial analysis experience. b. Proficiency with MS Office Suite, specifically spreadsheet development and management. c. Knowledge of federal budgetary and accounting practices.	Bachelor's in Economics, finance, accounting
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Budget Analyst	4	1. Performs routine budget execution functions for assigned budget area and monitors, reviews and reconciles information relating to commitments, obligations, expenditures and reimbursable orders. 2. Reviews obligating documents in accounting system for accuracy and prepares reports. 3. Performs analysis of financial and accounting records to determine financial resources and budget allocations. 4. Reviews expenditures and monitors budget status and develops detailed budget reports. 5. Maintains and updates databases, monitors and verifies accuracy of data, and identifies errors and performs corrections. 6. Develops fiscal spreadsheets for tracking budgets and provides summaries for evaluation of spending patterns. 7. Gathers financial information and develops spreadsheets to support coordination of budgetary activities.	8-10 years and a. Budget formulation, accounting and financial analysis experience. b. Proficiency with MS Office Suite, specifically spreadsheet development and management. c. Knowledge of federal budgetary and accounting practices.	Bachelor's in Economics, finance, accounting
Budget Analyst	5	1. Performs routine budget execution functions for assigned budget area and monitors, reviews and reconciles information relating to commitments, obligations, expenditures and reimbursable orders. 2. Reviews obligating documents in accounting system for accuracy and prepares reports. 3. Performs analysis of financial and accounting records to determine financial resources and budget allocations. 4. Reviews expenditures and monitors budget status and develops detailed budget reports. 5. Maintains and updates databases, monitors and verifies accuracy of data, and identifies errors and performs corrections. 6. Develops fiscal spreadsheets for tracking budgets and provides summaries for evaluation of spending patterns. 7. Gathers financial information and develops spreadsheets to support coordination of budgetary activities. Provide comparative projections of financial data and spending plans. 8. Provides internal audits and annual site reviews of contracts. 9. Provides detailed, comparative projections of financial data and spending plans.	11-13 years and a. Budget formulation, accounting and financial analysis experience. b. Proficiency with MS Office Suite, specifically spreadsheet development and management. c. Knowledge of federal budgetary and accounting practices.	Bachelor's in Economics, finance, accounting
Cheminformatics Scientist	1	1. Designs software for computational chemistry and chemistry databases. 2. Supports variety of scientific experiments and testing using advanced computation chemistry methods. 3. Provides senior subject matter expertise necessary to solve complex experimental and testing problems. 4. Identifies, tests and implements new procedures, methodologies and tools to support scientific experiments and testing. 5. Researches and presents reports, articles and presentations for presentation and publication.	5-7 years and a. Expertise designing software and databases for computational chemistry. b. Proficiency with programming languages (i.e. Python, R, etc.). c. Proficiency with MS Office Suite.	PhD in Cheminformatics or computational chemistry
Chemist	1	1. Provides laboratory experience needed to assist in performing various chemical experiments and procedures. 2. Utilizes and operates various complex laboratory machines and equipment. 3. Documents and analyzes results, produces detailed summaries and reports. 4. Analyzes organic and inorganic compounds to determine chemical and physical properties, composition, structure, relationships between compounds, and reactions. 5. Adds heat, light, energy or a catalyst to show changes in composition. 6. Prepares test solutions, compounds, and reagents and maintains necessary laboratory supplies. 7. Schedules, tracks and reports analyses of experiments and procedures.	1-2 years and a. Experience performing chemistry experiments in a clinical or research laboratory. b. Knowledge of principles and operating procedures of general laboratory equipment. c. Knowledge of computer systems, methods and applications.	Master's in Chemistry
Chemist	2	1. Provides laboratory experience needed to assist in performing various chemical experiments and procedures. 2. Utilizes and operates various complex laboratory machines and equipment. 3. Documents and analyzes results, produces detailed summaries and reports. 4. Analyzes organic and inorganic compounds to determine chemical and physical properties, composition, structure, relationships between compounds, and reactions. 5. Adds heat, light, energy or a catalyst to show changes in composition. 6. Prepares test solutions, compounds, and reagents and maintains necessary laboratory supplies. 7. Schedules, tracks and reports analyses of experiments and procedures.	3-4 years and a. Experience performing chemistry experiments in a clinical or research laboratory. b. Knowledge of principles and operating procedures of general laboratory equipment. c. Knowledge of computer systems, methods and applications.	Master's in Chemistry
Chemist	3	1. Provides laboratory experience needed to assist in performing various chemical experiments and procedures. 2. Utilizes and operates various complex laboratory machines and equipment. 3. Documents and analyzes results, produces detailed summaries and reports. 4. Analyzes organic and inorganic compounds to determine chemical and physical properties, composition, structure, relationships between compounds, and reactions. 5. Adds heat, light, energy or a catalyst to show changes in composition. 6. Prepares test solutions, compounds, and reagents and maintains necessary laboratory supplies. 7. Schedules, tracks and reports analyses of experiments and procedures. 8. Designs and optimizes chemical experiments and procedures. 9. Trains staff on new experiments and practices, operations and maintenance of instruments and equipment, safety practices, etc.	5-6 years and a. Experience performing chemistry experiments in a clinical or research laboratory. b. Knowledge of principles and operating procedures of general laboratory equipment. c. Knowledge of computer systems, methods and applications.	Master's in Chemistry
Chemist	4	1. Provides laboratory experience needed to assist in performing various chemical experiments and procedures. 2. Utilizes and operates various complex laboratory machines and equipment. 3. Documents and analyzes results, produces detailed summaries and reports. 4. Analyzes organic and inorganic compounds to determine chemical and physical properties, composition, structure, relationships between compounds, and reactions. 5. Adds heat, light, energy or a catalyst to show changes in composition. 6. Prepares test solutions, compounds, and reagents and maintains necessary laboratory supplies. 7. Schedules, tracks and reports analyses of experiments and procedures. 8. Designs and optimizes chemical experiments and procedures. 9. Trains staff on new experiments and practices, operations and maintenance of instruments and equipment, safety practices, etc. 10. Manages overall maintenance of laboratory.	7-8 years and a. Experience performing chemistry experiments in a clinical or research laboratory. b. Knowledge of principles and operating procedures of general laboratory equipment. c. Knowledge of computer systems, methods and applications.	Master's in Chemistry
Chemist	5	1. Provides laboratory experience needed to assist in performing various chemical experiments and procedures. 2. Utilizes and operates various complex laboratory machines and equipment. 3. Documents and analyzes results, produces detailed summaries and reports. 4. Analyzes organic and inorganic compounds to determine chemical and physical properties, composition, structure, relationships between compounds, and reactions. 5. Adds heat, light, energy or a catalyst to show changes in composition. 6. Prepares test solutions, compounds, and reagents and maintains necessary laboratory supplies. 7. Schedules, tracks and reports analyses of experiments and procedures. 8. Designs and optimizes chemical experiments and procedures. 9. Trains staff on new experiments and practices, operations and maintenance of instruments and equipment, safety practices, etc. 10. Manages overall maintenance of laboratory.	9-10 years and a. Experience performing chemistry experiments in a clinical or research laboratory. b. Knowledge of principles and operating procedures of general laboratory equipment. c. Knowledge of computer systems, methods and applications.	Master's in Chemistry
Chemist	6	1. Provides scientific expertise needed in order to function as the senior chemist of a large laboratory. 2. Maintains, operates and calibrates numerous machines for use in various experiments and procedures. 3. Assesses methods and procedures for use in experiments, and makes modifications and improvements to resolve problems and meet specific needs. 4. Maintains accurate, detailed records of experiments, and evaluates and interprets results for validity and scientific meaning. 5. Works with staff to prepare laboratory findings for publication and presentation at meetings.	11-13 years and a. Experience performing chemistry experiments in a clinical or research laboratory. b. Knowledge of principles and operating procedures of general laboratory equipment. c. Knowledge of computer systems, methods and applications. d. Experience maintaining and operating a laboratory.	Master's in Chemistry
Clinical Biostatistician	1	1. Assists in performing a variety of data management and analytical tasks and organizing complex, large-scale datasets. 2. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical datasets. 3. Documents analyses performed and prepares progress reports summarizing results.	1-2 years and a. Experience performing statistical procedures in a scientific environment. b. Experience using commercial statistical and data management software packages. c. Knowledge of statistical methods and procedures.	Master's in Biostatistics or Biological Sciences

Clinical Biostatistician	2	1. Assists in performing a variety of data management and analytical tasks and organizing complex, large-scale datasets. 2. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical datasets. 3. Documents analyses performed and prepares progress reports summarizing results.	3-4 years and a. Experience performing statistical procedures in a scientific environment. b. Experience using commercial statistical and data management software packages. c. Knowledge of statistical methods and procedures.	Master's in Biostatistics or Biological Sciences
Clinical Biostatistician	3	1. Assists in performing a variety of data management and analytical tasks and organizing complex, large-scale datasets. 2. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical datasets. 3. Documents analyses performed and prepares progress reports summarizing results. 4. Reviews and summarizes relevant literature and other sources to develop analytical plans. 5. Learns and applies new statistical methods and software packages and provides consultation and training to other analysts and staff.	5-7 years and a. Experience performing statistical procedures in a scientific environment. b. Experience using commercial statistical and data management software packages. c. Knowledge of statistical methods and procedures. d. Superior analytical and organizational skills.	Master's in Biostatistics or Biological Sciences
Clinical Biostatistician	4	1. Assists in performing a variety of data management and analytical tasks and organizing complex, large-scale datasets. 2. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical datasets. 3. Documents analyses performed and prepares progress reports summarizing results. 4. Reviews and summarizes relevant literature and other sources to develop analytical plans. 5. Learns and applies new statistical methods and software packages and provides consultation and training to other analysts and staff.	8-10 years and a. Experience performing statistical procedures in a scientific environment. b. Experience using commercial statistical and data management software packages. c. Knowledge of statistical methods and procedures. d. Superior analytical and organizational skills.	Master's in Biostatistics or Biological Sciences
Clinical Operations Manager	1	1. Provides technical support to assist with the operational management of administrative functions within the clinic. 2. Assists in planning, coordinating and managing various programs and work projects. 3. Ensures compliance with required program, administrative and management deadlines. 4. Collects, enters and updates data into tracking database. 5. Assists with budget tracking and protocol management. 6. Requests and initiates the purchase of materials, supplies and equipment. 7. Arranges and coordinates scientific meetings, seminars and conferences and provides appropriate background materials. 8. Performs various clinical literature searches, and receives, reviews and prepares clinical or technical reports.	3-4 years and a. Experience supporting operation in a clinical or health care environment. b. Knowledge of program and protocol management, and budget tracking. c. Proficiency with MS Office Suite.	Bachelor's in Business Administration
Clinical Operations Manager	2	1. Provides technical support to assist with the operational management of administrative functions within the clinic. 2. Assists in planning, coordinating and managing various programs and work projects. 3. Ensures compliance with required program, administrative and management deadlines. 4. Collects, enters and updates data into tracking database. 5. Assists with budget tracking and protocol management. 6. Requests and initiates the purchase of materials, supplies and equipment. 7. Arranges and coordinates scientific meetings, seminars and conferences and provides appropriate background materials. 8. Performs various clinical literature searches, and receives, reviews and prepares clinical or technical reports. 9. Coordinates the activities of various clinical committees by providing logistical and technical support. 10. Acts as liaison with staff and other government and non-government offices. 11. Coordinates revision to current clinical program activities and special projects.	5-7 years and a. Experience supporting operation in a clinical or health care environment. b. Knowledge of program and protocol management, and budget tracking. c. Proficiency with MS Office Suite.	Bachelor's in Business Administration
Clinical Operations Manager	3	1. Provides technical support to assist with the operational management of administrative functions within the clinic. 2. Assists in planning, coordinating and managing various programs and work projects. 3. Ensures compliance with required program, administrative and management deadlines. 4. Collects, enters and updates data into tracking database. 5. Assists with budget tracking and protocol management. 6. Requests and initiates the purchase of materials, supplies and equipment. 7. Arranges and coordinates scientific meetings, seminars and conferences and provides appropriate background materials. 8. Performs various clinical literature searches, and receives, reviews and prepares clinical or technical reports. 9. Coordinates the activities of various clinical committees by providing logistical and technical support. 10. Acts as liaison with staff and other government and non-government offices. 11. Coordinates revision to current clinical program activities and special projects. 12. Coordinates committees for improving clinical program policies and procedures.	8-10 years and a. Experience supporting operation in a clinical or health care environment. b. Knowledge of program and protocol management, and budget tracking. c. Proficiency with MS Office Suite.	Bachelor's in Business Administration
Clinical Program Manager	1	1. Reviews, assesses and evaluates clinical trial design and feasibility. 2. Reviews, evaluates and analyzes clinical trial data and study information. 3. Reviews, evaluates and recommends logistical, procedural and operational approaches to clinical trial implementation. 4. Assesses and supports meetings, clinical trial assessments and site visits. 5. Formulates guiding principles and Standard Operating Procedures (SOPs), and prepares staff for clinical research.	3-4 years and a. Experience planning, conducting, assessing and closing out clinical trials. b. Experience with program and protocol management and budget tracking. c. Strong oral and written communication skills. d. Clinical research experience. e. Experience in planning (site assessments, design, logistics), implementing, conducting, closing out, and overseeing clinical trials.	Master's in Biological or Life Sciences
Clinical Program Manager	2	1. Reviews, assesses and evaluates clinical trial design and feasibility. 2. Reviews, evaluates and analyzes clinical trial data and study information. 3. Reviews, evaluates and recommends logistical, procedural and operational approaches to clinical trial implementation. 4. Assesses and supports meetings, clinical trial assessments and site visits. 5. Formulates guiding principles and Standard Operating Procedures (SOPs), and prepares staff for clinical research.	5-7 years and a. Experience planning, conducting, assessing and closing out clinical trials. b. Experience with program and protocol management and budget tracking. c. Strong oral and written communication skills. d. Clinical research experience. e. Experience in planning (site assessments, design, logistics), implementing, conducting, closing out, and overseeing clinical trials.	Master's in Biological or Life Sciences
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Clinical Protocol Coordinator	1	1. Assists researchers with protocol development, assembly and review of clinical trial documents. 2. Assists researchers develop and maintain trial related documents and operational procedures. 3. Maintains study databases and conducts basic analysis. 4. Assists researchers collect, distribute and file regulatory documents. 5. Provides technical support to researchers and the clinic.	1-2 years and a. Experience supporting clinical research. b. Knowledge of clinical protocols and medical terminology. c. Proficiency in the operation of computer and general data acquisition programs. d. Familiarity with IRB requirements. e. Experience in Good Clinical Practice and regulatory compliance guidelines for clinical trials.	Master's in Life Sciences
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Clinical Protocol Coordinator	6	1. Assists researchers with protocol development, assembly and review of clinical trial documents. 2. Assists researchers develop and maintain trial related documents and operational procedures. 3. Maintains study databases and conducts basic analysis. 4. Assists researchers collect, distribute and file regulatory documents. 5. Provides technical support to researchers and the clinic. 6. Develops training plans and trains staff on the proper techniques for protocol submission.	11-13 years and a. Experience supporting clinical research. b. Knowledge of clinical protocols and medical terminology. c. Proficiency in the operation of computer and general data acquisition programs. d. Familiarity with IRB requirements. e. Experience in Good Clinical Practice and regulatory compliance guidelines for clinical trials.	Master's in Life Sciences
Clinical Psychologist	1	1. Provides screening and recruitment of patients for research protocols. 2. Coordinates scheduling and evaluations of patients within each protocol. 3. Provides clinical support to patients and their families throughout the time they are participating in research protocols. 4. Conducts psychological testing of patients and healthy control subjects. 5. Administers and interprets psychological assessments to probands and family members as part of the research protocol. 6. Participates in the planning and execution of clinical research.	3-4 years and a. Experience as a clinical psychologist. b. Familiarity with clinical research and psychological testing. c. Proficiency with MS Office Suite. d. Experience conducting psychological intake of patients and formulating diagnostic impression and short-term treatment plans. e. Proficiency with DSM-IV. f. Proficiency diagnosing psychological disease and preparing research design.	PhD in Clinical psychology
Clinical Psychologist	2	1. Provides screening and recruitment of patients for research protocols. 2. Coordinates scheduling and evaluations of patients within each protocol. 3. Provides clinical support to patients and their families throughout the time they are participating in research protocols. 4. Conducts psychological testing of patients and healthy control subjects. 5. Administers and interprets psychological assessments to probands and family members as part of the research protocol. 6. Participates in the planning and execution of clinical research. 7. Educates research staff regarding the use, strengths and limitation of psychological testing.	5-7 years and a. Experience as a clinical psychologist. b. Familiarity with clinical research and psychological testing. c. Proficiency with MS Office Suite. d. Experience conducting psychological intake of patients and formulating diagnostic impression and short-term treatment plans. e. Proficiency with DSM-IV. f. Proficiency diagnosing psychological disease and preparing research design.	PhD in Clinical psychology
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Clinical Psychologist	4	1. Provides screening and recruitment of patients for research protocols. 2. Coordinates scheduling and evaluations of patients within each protocol. 3. Provides clinical support to patients and their families throughout the time they are participating in research protocols. 4. Conducts psychological testing of patients and healthy control subjects. 5. Administers and interprets psychological assessments to probands and family members as part of the research protocol. 6. Participates in the planning and execution of clinical research. 7. Educates research staff regarding the use, strengths and limitation of psychological testing. 8. Performs as senior clinician responsible for conducting research ratings for inpatients and outpatients. 9. Documents research processes and findings.	11-13 years and a. Experience as a clinical psychologist. b. Familiarity with clinical research and psychological testing. c. Proficiency with MS Office Suite. d. Experience conducting psychological intake of patients and formulating diagnostic impression and short-term treatment plans. e. Proficiency with DSM-IV. f. Proficiency diagnosing psychological disease and preparing research design.	PhD in Clinical psychology
Clinical Research Associate	1	1. Provides assistance in the regulatory oversight, fiscal and operations management of new clinical trial protocols preparation. 2. Coordinates submissions of all new clinical trial protocols to multiple regulatory agencies. 3. Develops database to track all clinical trial documents, report submissions, review submissions, etc. 4. Monitor clinical trial progress.	3-4 years and a. Experience in coordinating clinical research trials. b. Formal training in good clinical practices. c. Knowledge of US regulatory requirements and ethical protocols for clinical research.	Master's in Biological Life Sciences
Clinical Research Associate	2	1. Provides assistance in the regulatory oversight, fiscal and operations management of new clinical trial protocols preparation. 2. Coordinates submissions of all new clinical trial protocols to multiple regulatory agencies. 3. Develops database to track all clinical trial documents, report submissions, review submissions, etc. 4. Monitor clinical trial progress.	5-7 years and a. Experience in coordinating clinical research trials. b. Formal training in good clinical practices. c. Knowledge of US regulatory requirements and ethical protocols for clinical research.	Master's in Biological Life Sciences
Clinical Research Coordinator	1	1. Supports clinical staff develop, implement and maintain clinical research data files and materials. 2. Collects research data and prepares information for inputs and analysis. 3. Supports the development of forms and questionnaires. 4. Supports the collection of data from patient charts, medical records, interviews, questionnaires, and diagnostic tests. 5. Monitors subject's progress and reports adverse events. 6. Supports assembly, development and review of new research projects.	1-2 years and a. Experience supporting clinical research. b. Experience collecting and analyzing data. c. Proficiency with MS Office Suite. d. Knowledge of Good Clinical Practice (GCP) fundamentals. e. Familiarity with clinical research protocols and scientific and medical terminology.	Bachelor's in Science, technology or health
Clinical Research Coordinator	2	1. Supports clinical staff develop, implement and maintain clinical research data files and materials. 2. Collects research data and prepares information for inputs and analysis. 3. Supports the development of forms and questionnaires. 4. Supports the collection of data from patient charts, medical records, interviews, questionnaires, and diagnostic tests. 5. Monitors subject's progress and reports adverse events. 6. Supports assembly, development and review of new research projects. 7. Supports the creation and management of clinical websites and web-based tools. 8. Organizes and performs clinical research, utilizing internet and other available clinical resources.	3-4 years and a. Experience supporting clinical research. b. Experience collecting and analyzing data. c. Proficiency with MS Office Suite. d. Knowledge of Good Clinical Practice (GCP) fundamentals. e. Familiarity with clinical research protocols and scientific and medical terminology.	Bachelor's in Science, technology or health
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Clinical Research Coordinator	4	1. Supports clinical staff develop, implement and maintain clinical research data files and materials. 2. Collects research data and prepares information for inputs and analysis. 3. Supports the development of forms and questionnaires. 4. Supports the collection of data from patient charts, medical records, interviews, questionnaires, and diagnostic tests. 5. Monitors subject's progress and reports adverse events. 6. Supports assembly, development and review of new research projects. 7. Supports the creation and management of clinical websites and web-based tools. 8. Organizes and performs clinical research, utilizing internet and other available clinical resources. 9. Provides assistance to staff in the collection, development and quality control of essential clinical research efforts.	8-10 years and a. Proficiency conducting clinical research. b. Experience collecting and analyzing data. c. Proficiency with MS Office Suite. d. Proficiency in Good Clinical Practice (GCP) fundamentals. e. Experience with clinical research protocols and scientific and medical terminology.	Bachelor's in Science, technology or health
Clinical Research Coordinator	5	1. Supports clinical staff develop, implement and maintain clinical research data files and materials. 2. Collects research data and prepares information for inputs and analysis. 3. Supports the development of forms and questionnaires. 4. Supports the collection of data from patient charts, medical records, interviews, questionnaires, and diagnostic tests. 5. Monitors subject's progress and reports adverse events. 6. Supports assembly, development and review of new research projects. 7. Supports the creation and management of clinical websites and web-based tools. 8. Organizes and performs clinical research, utilizing internet and other available clinical resources. 9. Provides assistance to staff in the collection, development and quality control of essential clinical research efforts. 10. Develops and facilitates training to new research coordinators and mentors researchers in Good Clinical Practices.	11-13 years and a. Proficiency conducting clinical research. b. Experience collecting and analyzing data. c. Proficiency with MS Office Suite. d. Expertise in Good Clinical Practice (GCP) fundamentals. e. Expertise with clinical research protocols and scientific and medical terminology.	Bachelor's in Science, technology or health
Clinical Research Coordinator	6	1. Supports clinical staff develop, implement and maintain clinical research data files and materials. 2. Collects research data and prepares information for inputs and analysis. 3. Supports the development of forms and questionnaires. 4. Supports the collection of data from patient charts, medical records, interviews, questionnaires, and diagnostic tests. 5. Monitors subject's progress and reports adverse events. 6. Supports assembly, development and review of new research projects. 7. Supports the creation and management of clinical websites and web-based tools. 8. Organizes and performs clinical research, utilizing internet and other available clinical resources. 9. Provides assistance to staff in the collection, development and quality control of essential clinical research efforts. 10. Develops and facilitates training to new research coordinators and mentors researchers in Good Clinical Practices.	14-16 years and a. Proficiency conducting clinical research. b. Experience collecting and analyzing data. c. Proficiency with MS Office Suite. d. Expertise in Good Clinical Practice (GCP) fundamentals. e. Expertise with clinical research protocols and scientific and medical terminology.	Bachelor's in Science, technology or health
Clinical Social Worker	1	1. Assists in coordinating and planning programs to meet the social and emotional needs of patients and patient's families. 2. Screens patients for protocol and clinical trial participation. 3. Assists in administering and scoring of clinical interviews and assessments. 4. Documents assessments in medical records. 5. Conducts interviews with subjects and their families. 6. Coordinates patient and family care with clinical center staff. 7. Participates in research group meetings and makes recommendations in the decision making process regarding inclusion in studies and diagnosis.	5-7 years and a. Experience as a social worker. b. Experience in a clinical setting with protocols and clinical trials. c. Strong diagnostic and clinical skills. d. Proficiency with MS Office Suite.	Accredited Master's of Social Work (MSW) program
Clinical Social Worker	2	1. Assists in coordinating and planning programs to meet the social and emotional needs of patients and patient's families. 2. Screens patients for protocol and clinical trial participation. 3. Assists in administering and scoring of clinical interviews and assessments. 4. Documents assessments in medical records. 5. Conducts interviews with subjects and their families. 6. Coordinates patient and family care with clinical center staff. 7. Participates in research group meetings and makes recommendations in the decision making process regarding inclusion in studies and diagnosis.	8-10 years and a. Experience as a social worker. b. Experience in a clinical setting with protocols and clinical trials. c. Strong diagnostic and clinical skills. d. Proficiency with MS Office Suite.	Accredited Master's of Social Work (MSW) program
Cognitive Neuroscientist	1	1. Designs and performs experiments related to the brain and nervous system. 2. Develops tools and models to support testing of the brain and nervous system. 3. Documents research findings and maintains accurate logs and records of all experimental activities and outcomes. 4. Provides subject matter expertise to senior scientists and program executives. 5. Researches and presents reports, articles and presentations for presentation and publication.	5-7 years and a. Expertise performing advanced research in neuroscience, to include cognition and neural activities of the human brain. b. Experience performing advanced and highly complex statistical analysis. c. Proficiency with MS Office Suite.	PhD in Cognitive science, neuroscience or behavioral psychology

Computer Programmer	1	1. Provides technical experience needed to assist in reviewing, updating, analyzing and modifying existing programming systems. 2. Encodes, tests, debugs and installs new programs using various programming languages. 3. Develops and schedules data backups, security patches or upgrades, etc. 4. Documents all assignments and creates various reports as needed. 5. Writes and maintains program documentation.	3-4 years and a. Experience performing computer programming. b. Experience with various database and computer programming languages. c. Experience with various computer operating systems. d. Proficiency with MS Office Suite.	Bachelor's in Computer science, information systems
Computer Programmer	2	1. Provides technical experience needed to assist in reviewing, updating, analyzing and modifying existing programming systems. 2. Encodes, tests, debugs and installs new programs using various programming languages. 3. Develops and schedules data backups, security patches or upgrades, etc. 4. Documents all assignments and creates various reports as needed. 5. Writes and maintains program documentation. 6. Documents programming problems and resolutions for future reference.	5-7 years and a. Experience performing computer programming. b. Experience with various database and computer programming languages. c. Experience with various computer operating systems. d. Proficiency with MS Office Suite.	Bachelor's in Computer science, information systems
Computer Programmer	3	1. Provides technical experience needed to assist in reviewing, updating, analyzing and modifying existing programming systems. 2. Encodes, tests, debugs and installs new programs using various programming languages. 3. Develops and schedules data backups, security patches or upgrades, etc. 4. Documents all assignments and creates various reports as needed. 5. Writes and maintains program documentation. 6. Documents programming problems and resolutions for future reference. 7. Provides assistance with planning, building and maintaining applications to meet an end user's needs. 8. Troubleshoots any issues or problems and implements appropriate corrective actions. 9. Provides guidance and problem resolution for users.	8-10 years and a. Experience performing computer programming. b. Experience with various database and computer programming languages. c. Experience with various computer operating systems. d. Proficiency with MS Office Suite.	Bachelor's in Computer science, information systems
Computer Programmer	4	1. Provides technical experience needed to assist in reviewing, updating, analyzing and modifying existing programming systems. 2. Encodes, tests, debugs and installs new programs using various programming languages. 3. Develops and schedules data backups, security patches or upgrades, etc. 4. Documents all assignments and creates various reports as needed. 5. Writes and maintains program documentation. 6. Documents programming problems and resolutions for future reference. 7. Provides assistance with planning, building and maintaining applications to meet an end user's needs. 8. Troubleshoots any issues or problems and implements appropriate corrective actions. 9. Provides guidance and problem resolution for users. 10. Evaluates impact of programming modifications. 11. Refines data and formats final product.	11-13 years and a. Experience performing computer programming. b. Experience with various database and computer programming languages. c. Experience with various computer operating systems. d. Proficiency with MS Office Suite.	Bachelor's in Computer science, information systems
Computer Programmer	5	1. Provides technical experience needed to assist in reviewing, updating, analyzing and modifying existing programming systems. 2. Encodes, tests, debugs and installs new programs using various programming languages. 3. Develops and schedules data backups, security patches or upgrades, etc. 4. Documents all assignments and creates various reports as needed. 5. Writes and maintains program documentation. 6. Documents programming problems and resolutions for future reference. 7. Provides assistance with planning, building and maintaining applications to meet an end user's needs. 8. Troubleshoots any issues or problems and implements appropriate corrective actions. 9. Provides guidance and problem resolution for users. 10. Evaluates impact of programming modifications. 11. Refines data and formats final product.	14-16 years and a. Experience performing computer programming. b. Experience with various database and computer programming languages. c. Experience with various computer operating systems. d. Proficiency with MS Office Suite.	Bachelor's in Computer science, information systems
Computer Scientist	1	1. Designs and implements software and hardware systems to support scientific research. 2. Evaluates experiment and testing strategies and identify new approaches, methods, and systems. 3. Monitors and evaluates computer information systems and application performance. 4. Provides subject matter expertise to senior scientists and program executives. 5. Develops advanced approaches to artificial intelligence and machine learning to support scientific research.	8-10 years and a. Expertise in theoretical computing (e.g. algorithm and data structure development, computational complexity, information or database theory, etc.). b. Expertise in computer operating systems development, software development, and testing. c. Proficiency with MS Office Suite.	Master's in Computer science, information technology
Computer Systems Analyst	1	1. Provides technical experience needed to perform analyses, processing and user support of various computer systems using standard statistical procedures and techniques. 2. Sets up and uses various computer systems and software packages. 3. Compiles and manages data and assists with quality control. 4. Produces various reports, graphs and figures for presentation.	1-2 years and a. Experience supporting and evaluating computer systems. b. Experience with various computer systems and software packages. c. Proficiency with MS Office Suite. d. Strong analytical and problem solving skills.	Bachelor's in Information or computer science
Computer Systems Analyst	2	1. Provides technical experience needed to perform analyses, processing and user support of various computer systems using standard statistical procedures and techniques. 2. Sets up and uses various computer systems and software packages. 3. Compiles and manages data and assists with quality control. 4. Produces various reports, graphs and figures for presentation. 5. Trains users in applying systems and analysis methods.	3-4 years and a. Experience supporting and evaluating computer systems. b. Experience with various computer systems and software packages. c. Proficiency with MS Office Suite. d. Strong analytical and problem solving skills.	Bachelor's in Information or computer science
Computer Systems Analyst	3	1. Provides technical experience needed to perform analyses, processing and user support of various computer systems using standard statistical procedures and techniques. 2. Sets up and uses various computer systems and software packages. 3. Compiles and manages data and assists with quality control. 4. Produces various reports, graphs and figures for presentation. 5. Trains users in applying systems and analysis methods. 6. Maintains systems software as well as hardware and security configurations. 7. Maintains interface software between multiple computer environments to ensure smooth operation and communication. 8. Develops new programs and systems as needed.	5-7 years and a. Experience supporting and evaluating computer systems. b. Experience with various computer systems and software packages. c. Proficiency with MS Office Suite. d. Strong analytical and problem solving skills.	Bachelor's in Information or computer science
Computer Systems Analyst	4	1. Provides technical experience needed to perform analyses, processing and user support of various computer systems using standard statistical procedures and techniques. 2. Sets up and uses various computer systems and software packages. 3. Compiles and manages data and assists with quality control. 4. Produces various reports, graphs and figures for presentation. 5. Trains users in applying systems and analysis methods. 6. Maintains systems software as well as hardware and security configurations. 7. Maintains interface software between multiple computer environments to ensure smooth operation and communication. 8. Develops new programs and systems as needed. 9. Coordinates data storage and mining.	8-10 years and a. Expertise supporting and evaluating computer systems. b. Expertise with various computer systems and software packages. c. Proficiency with MS Office Suite. d. Superior analytical and problem solving skills.	Bachelor's in Information or computer science
Computer Systems Analyst	5	1. Provides technical experience needed to perform analyses, processing and user support of various computer systems using standard statistical procedures and techniques. 2. Sets up and uses various computer systems and software packages. 3. Compiles and manages data and assists with quality control. 4. Produces various reports, graphs and figures for presentation. 5. Trains users in applying systems and analysis methods. 6. Maintains systems software as well as hardware and security configurations. 7. Maintains interface software between multiple computer environments to ensure smooth operation and communication. 8. Develops new programs and systems as needed. 9. Coordinates data storage and mining.	11-13 years and a. Expertise supporting and evaluating computer systems. b. Expertise with various computer systems and software packages. c. Proficiency with MS Office Suite. d. Superior analytical and problem solving skills.	Bachelor's in Information or computer science
Computer Systems Analyst	6	1. Provides technical experience needed to perform analyses, processing and user support of various computer systems using standard statistical procedures and techniques. 2. Sets up and uses various computer systems and software packages. 3. Compiles and manages data and assists with quality control. 4. Produces various reports, graphs and figures for presentation. 5. Trains users in applying systems and analysis methods. 6. Maintains systems software as well as hardware and security configurations. 7. Maintains interface software between multiple computer environments to ensure smooth operation and communication. 8. Develops new programs and systems as needed. 9. Coordinates data storage and mining.	14-16 years and a. Expertise supporting and evaluating computer systems. b. Expertise with various computer systems and software packages. c. Proficiency with MS Office Suite. d. Superior analytical and problem solving skills.	Bachelor's in Information or computer science
Contract Analyst	1	1. Prepare, review and submit contract documentation. 2. Prepare, review and submit funding documentation. 3. Develop and maintain tracking system of contract actions and maintain contract documentation. 4. Assists with responding to inquiries regarding contracts.	1-2 years and a. Experience supporting Federal contract management. b. Familiarity with Federal Acquisition Regulations (FAR). c. Proficiency with MS Office Suite.	Bachelor's in Business, finance, or accounting
Contract Analyst	2	1. Prepare, review and submit contract documentation. 2. Prepare, review and submit funding documentation. 3. Develop and maintain tracking system of contract actions and maintain contract documentation. 4. Assists with responding to inquiries regarding contracts. 5. Researches, analyzes, and interprets Federal acquisition regulations.	3-4 years and a. Experience managing Federal contracts. b. Familiarity with Federal Acquisition Regulations (FAR). c. Proficiency with MS Office Suite. d. Experience assessing contract processes and procedures.	Bachelor's in Business, finance, or accounting
Contract Analyst	3	1. Prepare, review and submit contract documentation. 2. Prepare, review and submit funding documentation. 3. Develop and maintain tracking system of contract actions and maintain contract documentation. 4. Assists with responding to inquiries regarding contracts. 5. Researches, analyzes, and interprets Federal acquisition regulations. 6. Provides guidance and recommendations regarding complex and unique contract administration issues.	5-7 years and a. Experience managing Federal contracts. b. Familiarity with Federal Acquisition Regulations (FAR). c. Proficiency with MS Office Suite. d. Experience assessing contract processes and procedures.	Bachelor's in Business, finance, or accounting
Contract Analyst	4	1. Prepare, review and submit contract documentation. 2. Prepare, review and submit funding documentation. 3. Develop and maintain tracking system of contract actions and maintain contract documentation. 4. Assists with responding to inquiries regarding contracts. 5. Researches, analyzes, and interprets Federal acquisition regulations. 6. Provides guidance and recommendations regarding complex and unique contract administration issues. 7. Develops training programs and facilitates professional development of acquisition staff on contract management processes, procedures, regulations and technologies.	8-10 years and a. Experience managing Federal contracts. b. Familiarity with Federal Acquisition Regulations (FAR). c. Proficiency with MS Office Suite. d. Experience assessing contract processes and procedures.	Bachelor's in Business, finance, or accounting

Contract Analyst	5	1. Prepare, review and submit contract documentation. 2. Prepare, review and submit funding documentation. 3. Develop and maintain tracking system of contract actions and maintain contract documentation. 4. Assists with responding to inquiries regarding contracts. 5. Researches, analyzes, and interprets Federal acquisition regulations. 6. Provides guidance and recommendations regarding complex and unique contract administration issues. 7. Develops training programs and facilitates professional development of acquisition staff on contract management processes, procedures, regulations and technologies.	11-13 years and a. Experience managing Federal contracts. b. Familiarity with Federal Acquisition Regulations (FAR). c. Proficiency with MS Office Suite. d. Experience assessing contract processes and procedures.	Bachelor's in Business, finance, or accounting
Cytogenetic Technologist	1	1. Designs and performs cytogenetic research. 2. Evaluates and employs new approaches, methods and tools for cytogenetic research. 3. Documents research findings and maintains accurate logs and records of all experimental activities and outcomes. 4. Provides subject matter expertise to senior scientists and program executives. 5. Prepares results of experimental findings for presentation and publication.	5-7 years and a. Expertise performing original cytogenetic research. b. Strong knowledge of International System of Cytogenetic Nomenclature (ISCN). c. Proficiency with MS Office Suite.	PhD in Life science
Data Analyst	1	1. Collects and analyzes data for a variety of studies. 2. Organizes data to provide functional reporting. 3. Creates and maintains a variety of reports. 4. Manages storage and backup systems. 5. Participates in the development and design of databases for tracking and statistical purposes that incorporate multiple data fields required by scientists.	1-2 years and a. Experience performing data analysis. b. Knowledge of research protocols, and data organization and analysis. c. Experience interacting with patient populations. d. Strong interpersonal skills. e. Excellent organizational and time management skills.	Bachelor's in Information management, computer science, data analytics.
Data Analyst	2	1. Collects and analyzes data for a variety of studies. 2. Organizes data to provide functional reporting. 3. Creates and maintains a variety of reports. 4. Manages storage and backup systems. 5. Participates in the development and design of databases for tracking and statistical purposes that incorporate multiple data fields required by scientists. 6. Assists with coordination of statistical data analysis for numerous ongoing studies by collecting, organizing, and tracking information. 7. Manages projects and quickly responds to inquiries about status.	3-4 years and a. Experience performing data analysis. b. Knowledge of research protocols, and data organization and analysis. c. Experience interacting with patient populations. d. Strong interpersonal skills. e. Excellent organizational and time management skills. f. Strong oral and written communication skills.	Bachelor's in Information management, computer science, data analytics.
Data Analyst	3	1. Collects and analyzes data for a variety of studies. 2. Organizes data to provide functional reporting. 3. Creates and maintains a variety of reports. 4. Manages storage and backup systems. 5. Participates in the development and design of databases for tracking and statistical purposes that incorporate multiple data fields required by scientists. 6. Coordinates statistical data analysis for numerous ongoing studies by collecting, organizing, and tracking information. 7. Manages projects and quickly responds to inquiries about status.	5-7 years and a. Experience performing data analysis. b. Knowledge of research protocols, and data organization and analysis. c. Experience interacting with patient populations. d. Strong interpersonal skills. e. Excellent organizational and time management skills. f. Strong oral and written communication skills.	Bachelor's in Information management, computer science, data analytics.
Data Analyst	4	1. Collects and analyzes data for a variety of studies. 2. Organizes data to provide functional reporting. 3. Creates and maintains a variety of reports. 4. Manages storage and backup systems. 5. Develops and designs databases for tracking and statistical purposes that incorporate multiple data fields required by scientists. 6. Coordinates statistical data analysis for numerous ongoing studies by collecting, organizing, and tracking information. 7. Manages projects and quickly responds to inquiries about status.	8-10 years and a. Experience performing data analysis. b. Knowledge of research protocols, and data organization and analysis. c. Experience interacting with patient populations. d. Strong interpersonal skills. e. Excellent organizational and time management skills. f. Strong oral and written communication skills.	Bachelor's in Information management, computer science, data analytics.
Database Administrator	1	1. Performs routine database maintenance and repairs corrupted interfaces and inoperable databases. 2. Develops and maintains database infrastructures (distributed and relational, etc.). 3. Develops simple and complex queries to retrieve data and reformat into acceptable formats for reporting requests. 4. Installs and maintains database system and provides support to interface customers with servers and networks. 5. Tests new or modified computer applications, off-the-shelf products, and existing software.	1-2 years and a. Experience with database development, programming and maintenance. b. Strong oral and written communication skills. c. Knowledge of Federal information technology policies and regulations. d. Proficiency with various database programming languages.	Bachelor's in Information technology or computer science
Database Administrator	2	1. Performs routine database maintenance and repairs corrupted interfaces and inoperable databases. 2. Develops and maintains database infrastructures (distributed and relational, etc.). 3. Develops simple and complex queries to retrieve data and reformat into acceptable formats for reporting requests. 4. Installs and maintains database system and provides support to interface customers with servers and networks. 5. Tests new or modified computer applications, off-the-shelf products, and existing software. 6. Standardizes data management procedures across the program and sets up data organization for collaborative use with the program.	3-4 years and a. Experience with database development, programming and maintenance. b. Strong oral and written communication skills. c. Knowledge of Federal information technology policies and regulations. d. Proficiency with various database programming languages.	Bachelor's in Information technology or computer science
Database Administrator	3	1. Performs routine database maintenance and repairs corrupted interfaces and inoperable databases. 2. Develops and maintains database infrastructures (distributed and relational, etc.). 3. Develops simple and complex queries to retrieve data and reformat into acceptable formats for reporting requests. 4. Installs and maintains database system and provides support to interface customers with servers and networks. 5. Tests new or modified computer applications, off-the-shelf products, and existing software. 6. Standardizes data management procedures across the program and sets up data organization for collaborative use with the program. 7. Develops security measures to protect information, including user authentication and database activity logging procedures.	5-7 years and a. Experience with database development, programming and maintenance. b. Strong oral and written communication skills. c. Knowledge of Federal information technology policies and regulations. d. Proficiency with various database programming languages.	Bachelor's in Information technology or computer science
Database Administrator	4	1. Performs routine database maintenance and repairs corrupted interfaces and inoperable databases. 2. Develops and maintains database infrastructures (distributed and relational, etc.). 3. Develops simple and complex queries to retrieve data and reformat into acceptable formats for reporting requests. 4. Installs and maintains database system and provides support to interface customers with servers and networks. 5. Tests new or modified computer applications, off-the-shelf products, and existing software. 6. Standardizes data management procedures across the program and sets up data organization for collaborative use with the program. 7. Develops security measures to protect information, including user authentication and database activity logging procedures. 8. Develops and implements long-range hardware and software upgrade paths for existing equipment and databases.	8-10 years and a. Experience with database development, programming and maintenance. b. Strong oral and written communication skills. c. Knowledge of Federal information technology policies and regulations. d. Proficiency with various database programming languages.	Bachelor's in Information technology or computer science
Database Administrator	5	1. Performs routine database maintenance and repairs corrupted interfaces and inoperable databases. 2. Develops and maintains database infrastructures (distributed and relational, etc.). 3. Develops simple and complex queries to retrieve data and reformat into acceptable formats for reporting requests. 4. Installs and maintains database system and provides support to interface customers with servers and networks. 5. Tests new or modified computer applications, off-the-shelf products, and existing software. 6. Standardizes data management procedures across the program and sets up data organization for collaborative use with the program. 7. Develops security measures to protect information, including user authentication and database activity logging procedures. 8. Develops and implements long-range hardware and software upgrade paths for existing equipment and databases. 9. Trains staff to use database management systems for analysis and graphics.	11-13 years and a. Experience with database development, programming and maintenance. b. Strong oral and written communication skills. c. Knowledge of Federal information technology policies and regulations. d. Proficiency with various database programming languages.	Bachelor's in Information technology or computer science
Echo Technologist	1	1. Performs current animal and human protocols involving echo imaging. 2. Conducts small animal imaging. 3. Performs data analysis and interpretation for previous and current small animal protocols. 4. Provides data acquisition and vascular imaging for clinical research protocols. 5. Conducts image acquisition, interpretation, image analysis and data management for research studies.	3-4 years and a. Experience performing echocardiography in a clinical or health environment.	Associate's in Allied health
Echo Technologist	2	1. Performs current animal and human protocols involving echo imaging. 2. Conducts small animal imaging. 3. Performs data analysis and interpretation for previous and current small animal protocols. 4. Provides data acquisition and vascular imaging for clinical research protocols. 5. Conducts image acquisition, interpretation, image analysis and data management for research studies.	5-7 years and a. Experience performing echocardiography in a clinical or health environment.	Associate's in Allied health
Editor	1	1. Develops communication strategies and plans that align with overall program objectives and goals. 2. Prepares written and electronic information documents for various audiences. 3. Conducts media and content analysis. 4. Maintains social media and Internet sites, and updates content and materials.	1-2 years and a. Experience as business, technical or scientific writer. b. Proficiency with MS Office Suite. c. Proficiency proofreading and editing business, technical or scientific documentation. d. Experience in organizing information and gathering information related to the development of reports, briefings, and media outreach. e. Knowledge of computer technology such as desktop publishing systems, graphics, software, and basic HTML coding to create, edit, and prepare materials for publication.	Bachelor's in Communication, English, or Journalism
Editor	2	1. Develops communication strategies and plans that align with overall program objectives and goals. 2. Prepares written and electronic information documents for various audiences. 3. Conducts media and content analysis. 4. Maintains social media and Internet sites, and updates content and materials. 5. Monitors press coverage through press calls, news alerts, and other sources.	3-4 years and a. Experience as business, technical or scientific writer. b. Proficiency with MS Office Suite. c. Proficiency proofreading and editing business, technical or scientific documentation. d. Experience in organizing information and gathering information related to the development of reports, briefings, and media outreach. e. Knowledge of computer technology such as desktop publishing systems, graphics, software, and basic HTML coding to create, edit, and prepare materials for publication.	Bachelor's in Communication, English, or Journalism
Editor	3	1. Develops communication strategies and plans that align with overall program objectives and goals. 2. Prepares written and electronic information documents for various audiences. 3. Conducts media and content analysis. 4. Maintains social media and Internet sites, and updates content and materials. 5. Monitors press coverage through press calls, news alerts, and other sources. 6. Builds relationships with the press and maintains specialized contacts.	5-7 years and a. Experience as business, technical or scientific writer. b. Proficiency with MS Office Suite. c. Proficiency proofreading and editing business, technical or scientific documentation. d. Experience in organizing information and gathering information related to the development of reports, briefings, and media outreach. e. Knowledge of computer technology such as desktop publishing systems, graphics, software, and basic HTML coding to create, edit, and prepare materials for publication.	Bachelor's in Communication, English, or Journalism

Editor	4	1. Develops communication strategies and plans that align with overall program objectives and goals. 2. Prepares written and electronic information documents for various audiences. 3. Conducts media and content analysis. 4. Maintains social media and Internet sites, and updates content and materials. 5. Monitors press coverage through press calls, news alerts, and other sources. 6. Builds relationships with the press and maintains specialized contacts. 7. Attends workshops, seminars, and meetings to stay abreast of current scientific and policy trends.	8-10 years and a. Experience as business, technical or scientific writer. b. Proficiency with MS Office Suite. c. Proficiency proofreading and editing business, technical or scientific documentation. d. Experience in organizing information and gathering information related to the development of reports, briefings, and media outreach. e. Knowledge of computer technology such as desktop publishing systems, graphics, software, and basic HTML coding to create, edit, and prepare materials for publication.	Bachelor's in Communication, English, or Journalism
Editor	5	1. Develops communication strategies and plans that align with overall program objectives and goals. 2. Prepares written and electronic information documents for various audiences. 3. Conducts media and content analysis. 4. Maintains social media and Internet sites, and updates content and materials. 5. Monitors press coverage through press calls, news alerts, and other sources. 6. Builds relationships with the press and maintains specialized contacts. 7. Attends workshops, seminars, and meetings to stay abreast of current scientific and policy trends. 8. Identifies new meetings and conferences to promote initiatives within the Program.	11-13 years and a. Experience as business, technical or scientific writer. b. Proficiency with MS Office Suite. c. Proficiency proofreading and editing business, technical or scientific documentation. d. Experience in organizing information and gathering information related to the development of reports, briefings, and media outreach. e. Knowledge of computer technology such as desktop publishing systems, graphics, software, and basic HTML coding to create, edit, and prepare materials for publication.	Bachelor's in Communication, English, or Journalism
Editor	6	1. Develops communication strategies and plans that align with overall program objectives and goals. 2. Prepares written and electronic information documents for various audiences. 3. Conducts media and content analysis. 4. Maintains social media and Internet sites, and updates content and materials. 5. Monitors press coverage through press calls, news alerts, and other sources. 6. Builds relationships with the press and maintains specialized contacts. 7. Attends workshops, seminars, and meetings to stay abreast of current scientific and policy trends. 8. Identifies new meetings and conferences to promote initiatives within the Program. 9. Provides communication and media subject matter expertise and coordinates media engagements.	14-16 years and a. Experience as business, technical or scientific writer. b. Proficiency with MS Office Suite. c. Proficiency proofreading and editing business, technical or scientific documentation. d. Experience in organizing information and gathering information related to the development of reports, briefings, and media outreach. e. Knowledge of computer technology such as desktop publishing systems, graphics, software, and basic HTML coding to create, edit, and prepare materials for publication.	Bachelor's in Communication, English, or Journalism
Electrical Engineer	1	1. Analyzes electrical systems, products, components, and applications by designing and conducting research. 2. Develops electrical products and devices by studying requirements and researching and testing manufacturing and assembly methods and materials. 3. Evaluates product quality by designing electrical testing methods and testing finished products and system capabilities. 4. Prepares product reports by collecting, analyzing, and summarizing information and trends. 5. Maintains equipment according to manufacturer's instructions, established procedures, and required service.	3-4 years and a. Experience in operating testing equipment and equipment software. b. Experience in building and troubleshooting electrical and electronic equipment. c. Demonstrates technical training in electronic design and fabrication. d. Knowledge of OSHA requirements and city codes.	Bachelor's in Electrical engineering
Electrical Engineer	2	1. Analyzes electrical systems, products, components, and applications by designing and conducting research. 2. Develops electrical products and devices by studying requirements and researching and testing manufacturing and assembly methods and materials. 3. Evaluates product quality by designing electrical testing methods and testing finished products and system capabilities. 4. Prepares product reports by collecting, analyzing, and summarizing information and trends. 5. Maintains equipment according to manufacturer's instructions, established procedures, and required service.	5-7 years and a. Experience in operating testing equipment and equipment software. b. Experience in building and troubleshooting electrical and electronic equipment. c. Demonstrates technical training in electronic design and fabrication. d. Knowledge of OSHA requirements and city codes.	Bachelor's in Electrical engineering
Electrical Engineer	3	1. Analyzes electrical systems, products, components, and applications by designing and conducting research. 2. Develops electrical products and devices by studying requirements and researching and testing manufacturing and assembly methods and materials. 3. Evaluates product quality by designing electrical testing methods and testing finished products and system capabilities. 4. Prepares product reports by collecting, analyzing, and summarizing information and trends. 5. Maintains equipment according to manufacturer's instructions, established procedures, and required service.	8-10 years and a. Expertise in operating testing equipment and equipment software. b. Expertise in building and troubleshooting electrical and electronic equipment. c. Demonstrates technical expertise in electronic design and fabrication. d. Knowledge of OSHA requirements and city codes.	Bachelor's in Electrical engineering
Electrical Engineer	4	1. Analyzes electrical systems, products, components, and applications by designing and conducting research. 2. Develops electrical products and devices by studying requirements and researching and testing manufacturing and assembly methods and materials. 3. Evaluates product quality by designing electrical testing methods and testing finished products and system capabilities. 4. Prepares product reports by collecting, analyzing, and summarizing information and trends. 5. Maintains equipment according to manufacturer's instructions, established procedures, and required service. 6. Leads and manages electrical engineering projects.	11-13 years and a. Expertise in operating testing equipment and equipment software. b. Expertise in building and troubleshooting electrical and electronic equipment. c. Demonstrates technical expertise in electronic design and fabrication. d. Knowledge of OSHA requirements and city codes. e. Skill in leading or managing electrical engineering projects.	Bachelor's in Electrical engineering
Employment Authorization Specialist	1	1. Processes foreign worker employment authorizations and track status. 2. Provide temporary worker welcome and onboarding support. 3. Provides support to outreach activities.	3-4 years and a. Experience processing and filing USCIS employment authorization documentation. b. Experience with MS Office Suite. c. Strong interpersonal and written communication skills.	Bachelor's in Business law, human resource management
Employment Authorization Specialist	2	1. Processes foreign worker employment authorizations and track status. 2. Provide temporary worker welcome and onboarding support. 3. Provides support to outreach activities.	5-7 years and a. Experience processing and filing USCIS employment authorization documentation. b. Experience with MS Office Suite. c. Strong interpersonal and written communication skills.	Bachelor's in Business law, human resource management
Enzymologist	1	1. Designs and performs original enzyme research. 2. Evaluates, tests and implements new processes, methodologies and tools for complex enzyme testing and research. 3. Documents research findings and maintains accurate logs and records of all experimental activities and outcomes. 4. Provides subject matter expertise to senior scientists and program executives. 5. Prepares results of experimental findings for presentation and publication.	5-7 years and a. Expertise in mechanistic enzymology, enzyme kinetics, enzyme assay development. b. Expertise defining mechanisms of action of small molecule enzyme modulators. c. Experience with high throughput screening (HTS) assays. d. Proficiency with MS Office Suite.	PhD in Biochemistry, biophysics
Epidemiologist	1	1. Supports the design and implementation of original public health related research and studies. 2. Evaluates public health programs and public health program outcomes. 3. Provides public health policy expertise and advice. 4. Provides subject matter expertise to senior scientists and program executives. 5. Prepares results of experimental findings for presentation and publication.	8-10 years and a. Expertise in public health policy. b. Expertise in public health program evaluation and performance measurement. c. Experience with coding and testing algorithms in a variety of platforms (e.g. UNIX, C, Python, R, Octave, JavaScript, etc.). d. Proficiency with MS Office Suite.	Master's of Public Health in Epidemiology, biostatistics
Ethics Program Analyst	1	1. Provides technical expertise needed to assist with developing and maintaining a system to analyze and monitor the organization's adherence to the standards of ethical conduct, policies and laws. 2. Prepares, manages and tracks flow of various documents submitted for ethics review. 3. Assists with analyzing, maintaining and updating ethics database, website and filing system. 4. Generate various reports. 5. Conducts first level review for all requests for outside and official duty activities. 6. Schedules ethics training sessions and other activities for staff.	1-2 years in a. Experience performing business functions. b. Knowledge of basic ethical procedures. c. Proficiency with MS Office Suite. d. Strong analytical skills.	Associate's in Business administration, management
Ethics Program Analyst	2	1. Provides technical expertise needed to develop and maintain a system to analyze and monitor the organization's adherence to the standards of ethical conduct, policies and laws. 2. Prepares, manages and tracks flow of various documents submitted for ethics review. 3. Analyzes, maintains and updates ethics database, website and filing system. 4. Generate various reports. 5. Conducts first level review for all requests for outside and official duty activities. 6. Schedules ethics training sessions and other activities for staff. 7. Provides assistance with the review of conflict of interest statements. 8. Assists with developing the ethics Standard Operating Procedures (SOP) manual.	3-4 years in a. Experience performing business functions. b. Knowledge of basic ethical procedures. c. Proficiency with MS Office Suite. d. Strong analytical skills.	Associate's in Business administration, management
Ethics Program Analyst	3	1. Provides technical expertise needed to develop and maintain a system to analyze and monitor the organization's adherence to the standards of ethical conduct, policies and laws. 2. Prepares, manages and tracks flow of various documents submitted for ethics review. 3. Analyzes, maintains and updates ethics database, website and filing system. 4. Generate various reports. 5. Conducts first level review and analysis for all requests for outside and official duty activities. 6. Coordinates and monitors the planning of ethics training activities. 7. Provides assistance with the review of conflict of interest statements. 8. Develops the ethics Standard Operating Procedures (SOP) manual. 9. Educates staff on new ethical policies and procedures.	5-7 years in a. Experience performing business functions. b. Knowledge of basic ethical procedures. c. Proficiency with MS Office Suite. d. Strong analytical skills.	Associate's in Business administration, management
Event Planner	1	1. Coordinates assistance with planning and execution of programmatic events. 2. Maintains complete records of each event throughout the fiscal year to observe and maintain budget requirements. 3. Supports and provides guidance to meeting planners to ensure that deadlines and event requirements are met. 4. Attends the event and assists with event execution. 5. Coordinates travel needs related to events.	3-4 years and a. Experience in a business related field. b. Proficiency with MS Office Suite.	Bachelor's in Event planning, hospitality management, marketing
Event Planner	2	1. Coordinates assistance with planning and execution of programmatic events. 2. Maintains complete records of each event throughout the fiscal year to observe and maintain budget requirements. 3. Supports and provides guidance to meeting planners to ensure that deadlines and event requirements are met. 4. Attends the event and assists with event execution. 5. Coordinates travel needs related to events. 6. Suggests new and unique options to improve event success.	5-7 years and a. Experience in a business related field. b. Proficiency with MS Office Suite.	Bachelor's in Event planning, hospitality management, marketing

Executive Assistant	1	1. Provides executive expertise needed to coordinate, improve, and oversee the overall functioning of the office. 2. Schedules and maintains an accurate tracking system of all activities. 3. Stays abreast of and implements current regulations, policies and procedures, and updates staff on relevant information. 4. Plans and completes various special projects. 5. Arranges conferences and meetings and contacts attending professionals, makes travel arrangements, maintains complex schedules and calendars, and advises staff on the most effective method and format of presentations. 6. Updates databases and spreadsheets and creates reports for management. 7. Maintains inventory and initiates purchase requests.	3-4 years and a. Experience performing general business functions. b. Expertise with MS Office Suite. c. Familiarity with Federal operations and regulations.	Associate's in Business administration
Executive Assistant	2	1. Provides executive expertise needed to coordinate, improve, and oversee the overall functioning of the office. 2. Schedules and maintains an accurate tracking system of all activities. 3. Stays abreast of and implements current regulations, policies and procedures, and updates staff on relevant information. 4. Plans and completes various special projects. 5. Arranges conferences and meetings and contacts attending professionals, makes travel arrangements, maintains complex schedules and calendars, and advises staff on the most effective method and format of presentations. 6. Updates databases and spreadsheets and creates reports for management. 7. Maintains inventory and initiates purchase requests.	5-7 years and a. Experience performing general business functions. b. Expertise with MS Office Suite. c. Familiarity with Federal operations and regulations.	Associate's in Business administration
Facilities Management Assistant	1	1. Assists with determining location, square footage and assigned use of space. 2. Uses software program to color code each space by assigned use. 3. Prepares reports including assigned use of space, list of current occupants, equipment, furniture layout and finish boards. 4. Maintains spreadsheet indicating space data, use type and square footage. 5. Assists with surveying space areas and records location and use of all phone and LAN outlets. 6. May triage incoming requests for facility maintenance.	1-2 years and a. Experience assisting managing facilities. b. Experience operating computer, general data acquisition and architectural programs. c. Proficiency with MS Office Suite.	Associate's in Facilities management
Facilities Management Assistant	2	1. Assists with determining location, square footage and assigned use of space. 2. Uses software program to color code each space by assigned use. 3. Prepares reports including assigned use of space, list of current occupants, equipment, furniture layout and finish boards. 4. Maintains spreadsheet indicating space data, use type and square footage. 5. Assists with surveying space areas and records location and use of all phone and LAN outlets. 6. May triage incoming requests for facility maintenance. 7. Assures the optimal function of building systems in areas.	3-4 years and a. Experience assisting managing facilities. b. Experience operating computer, general data acquisition and architectural programs. c. Proficiency with MS Office Suite.	Associate's in Facilities management
Facilities Management Assistant	3	1. Determines location, square footage and assigned use of space. 2. Uses software program to color code each space by assigned use. 3. Prepares reports including assigned use of space, list of current occupants, equipment, furniture layout and finish boards. 4. Maintains spreadsheet indicating space data, use type and square footage. 5. Assists with surveying space areas and records location and use of all phone and LAN outlets. 6. May triage incoming requests for facility maintenance. 7. Assures the optimal function of building systems in areas. 8. Coordinates work flow of office and off-site work areas.	5-7 years and a. Experience assisting managing facilities. b. Experience operating computer, general data acquisition and architectural programs. c. Proficiency with MS Office Suite.	Associate's in Facilities management
Facilities Management Assistant	4	1. Determines location, square footage and assigned use of space. 2. Uses software program to color code each space by assigned use. 3. Prepares reports including assigned use of space, list of current occupants, equipment, furniture layout and finish boards. 4. Maintains spreadsheet indicating space data, use type and square footage. 5. Assists with surveying space areas and records location and use of all phone and LAN outlets. 6. May triage incoming requests for facility maintenance. 7. Assures the optimal function of building systems in areas. 8. Coordinates work flow of office and off-site work areas.	8-10 years and a. Experience assisting managing facilities. b. Experience operating computer, general data acquisition and architectural programs. c. Proficiency with MS Office Suite.	Associate's in Facilities management
Facilities Planning Manager	1	1. Coordinates the functioning of building systems including mechanical, fire and life safety, elevators, etc. 2. Coordinates and facilitates renovation projects. 3. Develops plans for all renovation projects, taking into account feasibility from architectural, engineering and budgetary perspectives. 4. Coordinates space, telecommunications, safety, timelines, etc., for relocation of staff and installation of utility systems for specialized equipment or functions as needed. 5. Coordinates with division of safety staff to ensure all safety policies are implemented and maintained.	3-4 years and a. Experience managing facilities. b. Experience in renovation projects, involving HVAC, electrical, production floor arrangement, etc. c. Strong organizational and time management skills.	Associate's in Facilities management
Facilities Planning Manager	2	1. Coordinates the functioning of building systems including mechanical, fire and life safety, elevators, etc. 2. Coordinates and facilitates renovation projects. 3. Develops plans for all renovation projects, taking into account feasibility from architectural, engineering and budgetary perspectives. 4. Coordinates space, telecommunications, safety, timelines, etc., for relocation of staff and installation of utility systems for specialized equipment or functions as needed. 5. Coordinates with division of safety staff to ensure all safety policies are implemented and maintained.	5-7 years and a. Experience managing facilities. b. Experience in renovation projects, involving HVAC, electrical, production floor arrangement, etc. c. Strong organizational and time management skills.	Associate's in Facilities management
Facilities Planning Manager	3	1. Coordinates the functioning of building systems including mechanical, fire and life safety, elevators, etc. 2. Coordinates and facilitates renovation projects. 3. Develops plans for all renovation projects, taking into account feasibility from architectural, engineering and budgetary perspectives. 4. Coordinates space, telecommunications, safety, timelines, etc., for relocation of staff and installation of utility systems for specialized equipment or functions as needed. 5. Coordinates with division of safety staff to ensure all safety policies are implemented and maintained. 6. Collaborates with investigators and construction staff to find cost-effective solutions on all renovation projects, and solicits technical input from subject matter experts.	8-10 years and a. Experience managing facilities. b. Experience in renovation projects, involving HVAC, electrical, production floor arrangement, etc. c. Strong organizational and time management skills.	Associate's in Facilities management
Facilities Planning Manager	4	1. Coordinates the functioning of building systems including mechanical, fire and life safety, elevators, etc. 2. Coordinates and facilitates renovation projects. 3. Develops plans for all renovation projects, taking into account feasibility from architectural, engineering and budgetary perspectives. 4. Coordinates space, telecommunications, safety, timelines, etc., for relocation of staff and installation of utility systems for specialized equipment or functions as needed. 5. Coordinates with division of safety staff to ensure all safety policies are implemented and maintained. 6. Collaborates with investigators and construction staff to find cost-effective solutions on all renovation projects, and solicits technical input from subject matter experts.	11-13 years and a. Experience managing facilities. b. Experience in renovation projects, involving HVAC, electrical, production floor arrangement, etc. c. Strong organizational and time management skills.	Associate's in Facilities management
Facilities Planning Manager	5	1. Coordinates the functioning of building systems including mechanical, fire and life safety, elevators, etc. 2. Coordinates and facilitates renovation projects. 3. Develops plans for all renovation projects, taking into account feasibility from architectural, engineering and budgetary perspectives. 4. Coordinates space, telecommunications, safety, timelines, etc., for relocation of staff and installation of utility systems for specialized equipment or functions as needed. 5. Coordinates with division of safety staff to ensure all safety policies are implemented and maintained. 6. Collaborates with investigators and construction staff to find cost-effective solutions on all renovation projects, and solicits technical input from subject matter experts. 7. Performs impact studies to ascertain the level of resource support needed to ensure building infrastructures can handle new scientific equipment.	14-16 years and a. Experience managing facilities. b. Experience in renovation projects, involving HVAC, electrical, production floor arrangement, etc. c. Strong organizational and time management skills.	Associate's in Facilities management
Facilities Security Engineer	1	1. Coordinates all physical security related aspects for new, major modernization, rehabilitation and renovation projects. 2. Provides cost estimates to develop adequate engineering solutions to ensure compliance with Federal physical security guidelines. 3. Performs site assessments to identify compliance with Federal physical security design guidelines. 4. Develops budgeting and project implementation strategy estimates.	1-2 years and a. Security engineering experience. b. Knowledge of procurement, contracting and material acquisition rules and regulations. c. Strong organizational and time management skills.	Bachelor's in Engineering
Facilities Security Engineer	2	1. Coordinates all physical security related aspects for new, major modernization, rehabilitation and renovation projects. 2. Provides cost estimates to develop adequate engineering solutions to ensure compliance with Federal physical security guidelines. 3. Performs site assessments to identify compliance with Federal physical security design guidelines. 4. Develops budgeting and project implementation strategy estimates. 5. Conducts physical security review of project design drawings and associated documents.	3-4 years and a. Security engineering experience. b. Knowledge of procurement, contracting and material acquisition rules and regulations. c. Strong organizational and time management skills.	Bachelor's in Engineering
Financial Analyst Manager	1	1. Provides financial management and oversight including evaluating and monitoring work requests to determine appropriateness of funds as they relate to available funding and statistical information. 2. Manages work request closeouts including the collection and tracking of contractual and fee for service funding. 3. Tracks revenue and expenses through a fiscal year and the review of financial statements.	5-7 years and a. Senior financial management experience. b. Expertise in central accounting systems, administrative databases, and other related business systems. c. Knowledge of Federal financial management procedures and recordkeeping practices.	Bachelor's in Accounting, business or other related field
Financial Analyst Manager	2	1. Provides financial management and oversight including evaluating and monitoring work requests to determine appropriateness of funds as they relate to available funding. 2. Manages work request closeouts including the collection and tracking of contractual and fee for service funding. 3. Tracks revenue and expenses through a fiscal year. 4. Reviews financial statements and provides reports to staff. 5. Tracks expenses versus budget and provides reports to senior staff. 6. Provides training to junior financial analysts.	8-10 years and a. Senior financial management experience. b. Expertise in central accounting systems, administrative databases, and other related business systems. c. Knowledge of Federal financial management procedures and recordkeeping practices.	Bachelor's in Accounting, business or other related field
Financial Analyst Manager	3	1. Provides financial management and oversight including evaluating and monitoring work requests to determine appropriateness of funds as they relate to available funding. 2. Manages work request closeouts including the collection and tracking of contractual and fee for service funding. 3. Tracks revenue and expenses through a fiscal year. 4. Reviews financial statements and provides reports to staff. 5. Tracks expenses versus budget and provides reports to senior staff. 6. Provides training to junior financial analysts. 7. Provides analysis of critical financial data. 8. Develops reports and recommendations for potential realignment of resources.	11-13 years and a. Senior financial management experience. b. Expertise in central accounting systems, administrative databases, and other related business systems. c. Knowledge of Federal financial management procedures and recordkeeping practices.	Bachelor's in Accounting, business or other related field

Genetic Counselor	1	1. Provides scientific experience and guidance to provide genetic counseling to various subjects. 2. Performs various studies to determine consequences of genetic diseases. 3. Coordinates all clinical functions, direct patient care and clinical research. 4. Communicates information to patients, families, referring physicians and counselors. 5. Prepares genetic consultation reports and addresses pre and post testing support and/or genetic counseling needs. 6. Prepares summaries of scientific and research publications. 7. Prepares clinical notes and orchestrates inpatient and outpatient testing for protocols.	3-4 years and a. Experience in genetic counseling. b. Demonstrates knowledge of genetic counseling theories, principles, concepts and methods. c. Possesses the ability to recognize and address the social and psychological needs of the patient and family.	Master's in Genetics counseling
Genetic Counselor	2	1. Provides scientific experience and guidance to provide genetic counseling to various subjects. 2. Performs various studies to determine consequences of genetic diseases. 3. Coordinates all clinical functions, direct patient care and clinical research. 4. Communicates information to patients, families, referring physicians and counselors. 5. Prepares genetic consultation reports and addresses pre and post testing support and/or genetic counseling needs. 6. Prepares summaries of scientific and research publications. 7. Prepares clinical notes and orchestrates inpatient and outpatient testing for protocols. 8. Organizes inpatient admissions for protocol participants, and arranges lab, imaging, and radiographic testing.	5-7 years and a. Experience in genetic counseling. b. Demonstrates knowledge of genetic counseling theories, principles, concepts and methods. c. Possesses the ability to recognize and address the social and psychological needs of the patient and family.	Master's in Genetics counseling
Genetic Counselor	3	1. Provides scientific experience and guidance to provide genetic counseling to various subjects; provide referrals, monitor test results and review cases for further evaluation. 2. Performs various studies to determine consequences of genetic diseases. 3. Coordinates all clinical functions, direct patient care and clinical research. 4. Communicates information to patients, families, referring physicians and counselors. 5. Prepares genetic consultation reports and addresses pre and post testing support and/or genetic counseling needs. 6. Prepares summaries of scientific and research publications. 7. Prepares clinical notes and orchestrates inpatient and outpatient testing for protocols. 8. Organizes inpatient admissions for protocol participants and arranges lab, imaging, and radiographic testing. 9. Organizes and integrates medical, genetic and psychosocial data.	8-10 years and a. Experience in genetic counseling. b. Demonstrates knowledge of genetic counseling theories, principles, concepts and methods. c. Possesses the ability to recognize and address the social and psychological needs of the patient and family.	Master's in Genetics counseling
Genetic Counselor	4	1. Provides scientific experience and guidance to serve as senior genetics counselor and provide technical assistance and coordination of the genetic laboratory support services. 2. Provides expertise and recommendations related to clinical diagnosis of genetic disease and its implications for genetics training and counseling practice. 3. Participates in the design, development and conduct of research activities and protocols with emphasis on rare or undiagnosed syndromes. 4. Provides training and mentors new staff members. 5. Participates in the development of training programs. 6. Prepares protocols, drafts, and amendments, and attends IRB meetings. 7. Works with staff on human subjects protection issues for research protocols.	11-13 years and a. Experience in genetic counseling. b. Demonstrates knowledge of genetic counseling theories, principles, concepts and methods. c. Possesses the ability to recognize and address the social and psychological needs of the patient and family.	Master's in Genetics counseling
Grants Management Executive	1	1. Serves as an expert resource in facilitating the grant management process. 2. Provides expertise and coordinates pre and post award administration for a large range of funding mechanisms. 3. Provides expertise and guidance in interpreting and applying business management policies and quality control procedures to complicated grant issues. 4. Advise, apply, and formulates and implements policies and procedures. 5. Provides expertise and coordinates the administrative and financial review. 6. Coordinates and assess outreach and marketing activities. 7. Acts as an expert resource for inquiries concerning grant management policies, procedures and award status.	17-19 years and a. Expertise managing all aspects of Federal grants. b. Expertise in Federal grant regulations. c. Expertise in all applicable grant regulations, policies and procedures.	Master's in Business administration, finance, legal
Grants Management Executive	2	1. Serves as an expert resource in facilitating the grant management process. 2. Provides expertise and coordinates pre and post award administration for a large range of funding mechanisms. 3. Provides expertise and guidance in interpreting and applying business management policies and quality control procedures to complicated grant issues. 4. Advise, apply, and formulates and implements policies and procedures. 5. Provides expertise and coordinates the administrative and financial review. 6. Coordinates and assess outreach and marketing activities. 7. Acts as an expert resource for inquiries concerning grant management policies, procedures and award status. 8. Develop and implement grants management training programs.	20+ years and a. Expertise managing all aspects of Federal grants. b. Expertise in Federal grant regulations. c. Expertise in all applicable grant regulations, policies and procedures.	Master's in Business administration, finance, legal
Grants Management Specialist	1	1. Provides technical assistance developing and analyzing the organization's grant program. 2. Assists with reviewing grant applications and preparing responses. 3. Assists in analyzing and preparing reports to track status of awards and funding. 4. Creates and maintains a database for grant activities. 5. Performs queries, conducts analysis and produces reports. 6. Provides support and routine updates to staff.	1-2 years and a. Experience performing Federal grants management activities in a related field. b. Demonstrates strong analytical skills. c. Demonstrates knowledge of Proficiency with MS Office Suite. d. Knowledge of Federal grant programs, policies and regulations.	
Grants Management Specialist	2	1. Provides technical assistance developing and analyzing the organization's grant program. 2. Assists with reviewing grant applications and preparing responses. 3. Assists in analyzing and preparing reports to track status of awards and funding. 4. Creates and maintains a database for grant activities. 5. Performs queries, conducts analysis and produces reports. 6. Provides support and routine updates to staff. 7. Identifies grants that are ready for final processing.	3-4 years and a. Experience performing Federal grants management activities in a related field. b. Demonstrates strong analytical skills. c. Demonstrates knowledge of Proficiency with MS Office Suite. d. Knowledge of Federal grant programs, policies and regulations.	
Grants Management Specialist	3	1. Provides technical assistance developing and analyzing the organization's grant program. 2. Assists with reviewing grant applications and preparing responses. 3. Assists in analyzing and preparing reports to track status of awards and funding. 4. Creates and maintains a database for grant activities. 5. Performs queries, conducts analysis and produces reports. 6. Provides support and routine updates to staff. 7. Identifies grants that are ready for final processing. 8. Reviews and assembles completed documentation and identifies pending issues or changes.	5-7 years and a. Experience performing Federal grants management activities in a related field. b. Demonstrates strong analytical skills. c. Demonstrates knowledge of Proficiency with MS Office Suite. d. Knowledge of Federal grant programs, policies and regulations.	
Grants Management Specialist	4	1. Provides technical assistance developing and analyzing the organization's grant program. 2. Assists with reviewing grant applications and preparing responses. 3. Assists in analyzing and preparing reports to track status of awards and funding. 4. Creates and maintains a database for grant activities. 5. Performs queries, conducts analysis and produces reports. 6. Provides support and routine updates to staff. 7. Identifies grants that are ready for final processing. 8. Reviews and assembles completed documentation and identifies pending issues or changes. 9. Develops procedures for the grant review and approval process.	8-10 years and a. Experience performing Federal grants management activities in a related field. b. Demonstrates strong analytical skills. c. Demonstrates knowledge of Proficiency with MS Office Suite. d. Knowledge of Federal grant programs, policies and regulations.	
Health Communication Manager	1	1. Coordinates community outreach efforts and activities for the program. 2. Attends and gives presentations at major conferences or meetings and participates in discussion with community groups. 3. Establishes collaborative relationships with a variety of community organizations (e.g. community health centers, state medical agencies, managed care organizations). 4. Coordinates the analysis and evaluation of outreach activities, including internal and external partnership. 5. Works closely with management to coordinate content of materials, advertisements and marketing messages.	1-2 years and a. Experience in health communication or social marketing. b. Strong interpersonal communication skills. c. Familiarity with public health research programming. d. Proficiency with MS Office Suite.	Bachelor's in Health Communication
Health Communication Manager	2	1. Coordinates community outreach efforts and activities for the program. 2. Attends and gives presentations at major conferences or meetings and participates in discussion with community groups. 3. Establishes collaborative relationships with a variety of community organizations (e.g. community health centers, state medical agencies, managed care organizations). 4. Coordinates the analysis and evaluation of outreach activities, including internal and external partnership. 5. Works closely with management to coordinate content of materials, advertisements and marketing messages.	3-4 years and a. Experience in health communication or social marketing. b. Strong interpersonal communication skills. c. Familiarity with public health research programming. d. Proficiency with MS Office Suite.	Bachelor's in Health Communication
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Health Communication Manager	4	1. Coordinates community outreach efforts and activities for the program. 2. Attends and gives presentations at major conferences or meetings and participates in discussion with community groups. 3. Establishes collaborative relationships with a variety of community organizations (e.g. community health centers, state medical agencies, managed care organizations). 4. Coordinates the analysis and evaluation of outreach activities, including internal and external partnership. 5. Works closely with management to coordinate content of materials, advertisements and marketing messages.	8-10 years and a. Experience in health communication or social marketing. b. Strong interpersonal communication skills. c. Familiarity with public health research programming. d. Proficiency with MS Office Suite.	Bachelor's in Health Communication
Human Resource Advisor	1	1. Provides experience needed to conceptualize, develop and provides guidance to staff on human resource HR policies and procedures. 2. Analyzes existing policies and training methods and provides suggestions for improvement. 3. Coordinates and assists in providing human resource training to staff. 4. Provides specialized advice in one or more of the following areas: training, organizational development, performance management, legal requirements or conflict resolutions. 5. Provides individual advising sessions to keep staff up-to-date on new human resource HR policies and procedures. 6. Collaborates with upper-management regarding human resource HR policies and issues.	5-7 years and a. Experience in human and organizational development. b. Experience in areas such as employee recognition, employee retention, on boarding, performance management, human resource management and organizational development. c. Knowledge of Federal policies, regulations and operations. d. Strong interpersonal communication skills.	Bachelor's in Human resources, organizational development
Human Resource Advisor	2	1. Provides experience needed to conceptualize, develop and provides guidance to staff on human resource HR policies and procedures. 2. Analyzes existing policies and training methods and provides suggestions for improvement. 3. Coordinates and assists in providing human resource training to staff. 4. Provides specialized advice in one or more of the following areas: training, organizational development, performance management, legal requirements or conflict resolutions. 5. Provides individual advising sessions to keep staff up-to-date on new human resource HR policies and procedures. 6. Collaborates with upper-management regarding human resource HR policies and issues. 7. Advises on or develops new policies, procedures and educational programs.	8-10 years and a. Experience in human and organizational development. b. Experience in areas such as employee recognition, employee retention, on boarding, performance management, human resource management and organizational development. c. Knowledge of Federal policies, regulations and operations. d. Strong interpersonal communication skills.	Bachelor's in Human resources, organizational development

Human Resource Advisor	3	1. Provides experience needed to conceptualize, develop and provides guidance to staff on human resource HR policies and procedures. 2. Analyzes existing policies and training methods and provides suggestions for improvement. 3. Coordinates and assists in providing human resource training to staff. 4. Provides specialized advice in one or more of the following areas: training, organizational development, performance management, legal requirements or conflict resolutions. 5. Provides individual advising sessions to keep staff up-to-date on new human resource HR policies and procedures. 6. Collaborates with upper-management regarding human resource HR policies and issues. 7. Advises on or develops new policies, procedures and educational programs. 8. Collaborates with upper-management regarding human resource HR policies and issues; develops performance plans to ensure employees and supervisors are aware of and are following the correct HR policies and procedures.	11-13 years and a. Experience in human and organizational development. b. Experience in areas such as employee recognition, employee retention, on boarding, performance management, human resource management and organizational development. c. Knowledge of Federal policies, regulations and operations d. Strong interpersonal communication skills.	Bachelor's in Human resources, organizational development
Human Resource Advisor	4	1. Provides experience needed to conceptualize, develop and provides guidance to staff on human resource HR policies and procedures. 2. Analyzes existing policies and training methods and provides suggestions for improvement. 3. Coordinates and assists in providing human resource training to staff. 4. Provides specialized advice in one or more of the following areas: training, organizational development, performance management, legal requirements or conflict resolutions. 5. Provides individual advising sessions to keep staff up-to-date on new human resource HR policies and procedures. 6. Collaborates with upper-management regarding human resource HR policies and issues; develops performance plans to ensure employees and supervisors are aware of and are following the correct HR policies and procedures. 9. Evaluates complex human resource HR and work related problems.	14-16 years and a. Experience in human and organizational development. b. Experience in areas such as employee recognition, employee retention, on boarding, performance management, human resource management and organizational development. c. Knowledge of Federal policies, regulations and operations d. Strong interpersonal communication skills.	Bachelor's in Human resources, organizational development
Human Resource Advisor	5	1. Provides experience needed to conceptualize, develop and provides guidance to staff on human resource HR policies and procedures. 2. Analyzes existing policies and training methods and provides suggestions for improvement. 3. Coordinates and assists in providing human resource training to staff. 4. Provides specialized advice in one or more of the following areas: training, organizational development, performance management, legal requirements or conflict resolutions. 5. Provides individual advising sessions to keep staff up-to-date on new human resource HR policies and procedures. 6. Collaborates with upper-management regarding human resource HR policies and issues. 7. Advises on or develops new policies, procedures and educational programs. 8. Collaborates with upper-management regarding human resource HR policies and issues; develops performance plans to ensure employees and supervisors are aware of and are following the correct HR policies and procedures. 9. Evaluates complex human resource HR and work related problems. 10. Develop new work management strategies and advises on new policies, procedures and educational programs.	17-19 years and a. Experience in human and organizational development. b. Experience in areas such as employee recognition, employee retention, on boarding, performance management, human resource management and organizational development. c. Knowledge of Federal policies, regulations and operations d. Strong interpersonal communication skills.	Bachelor's in Human resources, organizational development
Human Resource Specialist	1	1. Provides support in administering HR policies and procedures. 2. Collects and analyzes HR data and makes recommendations to management. 3. Processes human resource documentation according to established procedures. 4. Conducts new hire orientation and provides support during the onboarding period. 6. Researches and recommends internal HR office related policies and procedures. 7. Provides support within a specialized area of HR including benefits, compensation, recruiting, performance management or employee relations.	3-4 years and a. Experience performing human resource functions, to include drafting policies and procedures. b. Knowledge of commonly used human resource concepts, practices and procedures. c. Proficiency with MS Office Suite. d. Strong interpersonal communication skills.	Bachelor's in Human resources, organizational development
Human Resource Specialist	2	1. Provides support in administering HR policies and procedures. 2. Collects and analyzes HR data and makes recommendations to management. 3. Processes human resource documentation according to established procedures. 4. Conducts new hire orientation and provides support during the onboarding period. 5. Researches and recommends internal HR office related policies and procedures. 7. Provides support within a specialized area of HR including benefits, compensation, recruiting, performance management or employee relations. 8. Audits records and documents for HR regulatory compliance. 9. Coordinates implementation of services, policies and programs related to HR.	5-7 years and a. Experience performing human resource functions, to include drafting policies and procedures. b. Knowledge of commonly used human resource concepts, practices and procedures. c. Proficiency with MS Office Suite. d. Strong interpersonal communication skills.	Bachelor's in Human resources, organizational development
Immunologist	1	1. Designs and performs original immunological research. 2. Evaluates, tests and implements new processes, methodologies and tools for complex immunological testing and research. 3. Documents research findings and maintains accurate logs and reports of all experimental activities and outcomes. 4. Provides subject matter expertise to senior scientists and program executives. 5. Prepares results of experimental findings for presentation and publication.	5-7 years and a. Expertise designing and performing immunological research in a clinical environment. b. Expertise using techniques such as multi-color flow cytometry, ELISA, HPLC, DLS, qPCR and/or other sequencing techniques, cell counting, and cell-based assays. c. Proficiency with MS Office Suite.	PhD in Immunology
Laboratory Animal Technician	1	1. Provides laboratory experience needed to maintain experimental animal colonies and collect sequential colony census. 2. Prepares / monitors caging environments and animal health. 3. Collaborates with veterinarians in the performance of animal surgeries. 4. Maintains detailed and accurate records. 5. Assists with organizing the shipment of mice to and from facility. 6. Maintains records of animal protocols. 7. Maintains laboratory stock of reagents and materials.	3-4 years and a. Specialized Experience in a laboratory animal facility. b. Experience performing animal surgical procedures. c. Experience maintaining a research laboratory.	High School
Laboratory Animal Technician	2	1. Provides laboratory experience needed to maintain experimental animal colonies and collect sequential colony census. 2. Prepares / monitors caging environments and animal health. 3. Collaborates with veterinarians in the performance of animal surgeries. 4. Maintains detailed and accurate records. 5. Assists with organizing the shipment of mice to and from facility. 6. Maintains records of animal protocols. 7. Maintains laboratory stock of reagents and materials. 8. Performs experimental procedures as well as standardized and specialized tests, exams and vaccinations. 9. Trains other in proper animal handling and surgical procedures.	5-7 years and a. Specialized Experience in a laboratory animal facility. b. Experience performing animal surgical procedures. c. Experience maintaining a research laboratory.	High School
Laboratory Animal Technician	3	1. Provides laboratory experience needed to maintain experimental animal colonies and collect sequential colony census. 2. Prepares / monitors caging environments and animal health. 3. Collaborates with veterinarians in the performance of animal surgeries. 4. Maintains detailed and accurate records. 5. Assists with organizing the shipment of mice to and from facility. 6. Maintains records of animal protocols. 7. Maintains laboratory stock of reagents and materials. 8. Performs experimental procedures as well as standardized and specialized tests, exams and vaccinations. 9. Trains other in proper animal handling and surgical procedures.	8-10 years and a. Specialized Experience in a laboratory animal facility. b. Experience performing animal surgical procedures. c. Experience maintaining a research laboratory.	High School
Laboratory Animal Technician	4	1. Provides laboratory experience needed to maintain experimental animal colonies and collect sequential colony census. 2. Prepares / monitors caging environments and animal health. 3. Collaborates with veterinarians in the performance of animal surgeries. 4. Collects detailed and accurate records. 5. Assists with organizing the shipment of mice to and from facility. 6. Maintains records of animal protocols. 7. Maintains laboratory stock of reagents and materials. 8. Performs experimental procedures as well as standardized and specialized tests, exams and vaccinations. 9. Trains other in proper animal handling and surgical procedures.	11-13 years and a. Specialized Experience in a laboratory animal facility. b. Experience performing animal surgical procedures. c. Experience maintaining a research laboratory.	High School
Laboratory Assistant	1	1. Provides laboratory experience needed to order, maintain and sterilize commonly used laboratory supplies. 2. Prepares instruments, linens and other necessary lab equipment for use and decontaminates biohazardous waste. 3. Maintains and cleans laboratory. 4. Collects receiving and packing slips and tracks supply orders. 5. Learns and performs basic techniques and procedures. 6. Operates commonly used equipment, inspects for proper operation and performs minor maintenance; update staff on equipment problems and update staff on any and all issues and requirements. 7. Collects and prepares samples for use.	1-2 years and a. Experience in a related field. b. Demonstrates basic computer skills. c. Demonstrates experience working in a laboratory environment. d. Demonstrates knowledge of proper handling and disposal of biohazardous waste.	High School
Laboratory Assistant	2	1. Provides laboratory experience needed to order, maintain and sterilize commonly used laboratory supplies. 2. Prepares instruments, linens and other necessary lab equipment for use and decontaminates biohazardous waste. 3. Maintains and cleans laboratory. 4. Collects receiving and packing slips and tracks supply orders. 5. Learns and performs basic techniques and procedures. 6. Operates commonly used equipment, inspects for proper operation and performs minor maintenance; update staff on equipment problems and update staff on any and all issues and requirements. 7. Collects and prepares samples for use.	3-4 years and a. Experience in a related field. b. Demonstrates basic computer skills. c. Demonstrates experience working in a laboratory environment. d. Demonstrates knowledge of proper handling and disposal of biohazardous waste.	High School
Laboratory Assistant	3	1. Provides laboratory experience needed to order, maintain and sterilize commonly used laboratory supplies. 2. Prepares instruments, linens and other necessary lab equipment for use and decontaminates biohazardous waste. 3. Maintains and cleans laboratory. 4. Collects receiving and packing slips and tracks supply orders. 5. Learns and performs basic techniques and procedures. 6. Operates commonly used equipment, inspects for proper operation and performs minor maintenance; update staff on equipment problems and update staff on any and all issues and requirements. 7. Collects and prepares samples for use.	5-7 years and a. Experience in a related field. b. Demonstrates basic computer skills. c. Demonstrates experience working in a laboratory environment. d. Demonstrates knowledge of proper handling and disposal of biohazardous waste.	High School
Laboratory Assistant	4	1. Provides laboratory experience needed to order, maintain and sterilize commonly used laboratory supplies. 2. Prepares instruments, linens and other necessary lab equipment for use and decontaminates biohazardous waste. 3. Maintains and cleans laboratory. 4. Collects receiving and packing slips and tracks supply orders. 5. Learns and performs basic techniques and procedures. 6. Operates commonly used equipment, inspects for proper operation and performs minor maintenance; update staff on equipment problems and update staff on any and all issues and requirements. 7. Collects and prepares samples for use. 8. Assists research and laboratory staff prepare for and conduct experiments.	8-10 years and a. Experience in a related field. b. Demonstrates basic computer skills. c. Demonstrates experience working in a laboratory environment. d. Demonstrates knowledge of proper handling and disposal of biohazardous waste.	High School
Laboratory Manager	1	1. Prepares and maintains documentation of test results. 2. Independently plans, implements, and organizes all activities related to laboratory function. 3. Coordinates the financial management and has accountability for monitoring the operating budget. 4. Assists with the development of laboratory policies and procedures. 5. Assists with hiring staff and adjust workload of staff to meet deadlines. 6. Coordinates the training of new staff. 7. Perform laboratory research, record and analyze data. 8. Projects equipment needs. 9. Provides technical expertise. 10. Develops and maintains appropriate control and quality assurance procedures.	4 years and a. Experience in a related field. b. Computer skills to include MS Office Suite.	Bachelor's in Related field
Laboratory Technician	1	1. Plans, executes, and arranges laboratory experiments, new techniques and procedures; and performs laboratory techniques relating to scientific research. 2. Operates laboratory machines and instruments, and prepares specimens and equipment for use. 3. Performs sample management and storage. 4. Analyzes, documents and reports on all procedures performed. 5. Maintains inventory of laboratory supplies. 6. Cleans and sterilizes instruments, glassware and equipment.	1-2 years and a. Experience working in a laboratory environment. b. Demonstrates experience in performing biological research. c. Demonstrates knowledge in managing and disposing of hazardous waste.	Bachelor's in Biology or life sciences

Laboratory Technician	2	1. Plan execute and arrange laboratory experiments, new techniques and procedures; and performs laboratory techniques relating to scientific research. 2. Operates laboratory machines and instruments, and prepares specimens and equipment for use. 3. Performs sample management and storage. 4. Analyzes, documents and reports on all procedures performed. 5. Maintains inventory of laboratory supplies and initiates purchase orders. 6. Performs routine equipment maintenance.	3-4 years and a. Experience working in a laboratory environment. b. Demonstrates experience in performing biological research. c. Demonstrates knowledge in managing and disposing of hazardous waste.	Bachelor's in Biology or life sciences
Laboratory Technician	3	1. Plan execute and arrange laboratory experiments, new techniques and procedures; and performs laboratory techniques relating to scientific research. 2. Operates laboratory machines and instruments, and prepares specimens and equipment for use. 3. Performs sample management and storage. 4. Analyzes, documents and reports on all procedures performed and produces detailed reports for use by senior staff. 5. Maintains inventory of laboratory supplies and initiates purchase orders. 6. Performs advanced equipment maintenance. 7. Trains staff in performing routine laboratory tests and procedures.	5-7 years and a. Experience working in a laboratory environment. b. Demonstrates experience in performing biological research. c. Demonstrates knowledge in managing and disposing of hazardous waste.	Bachelor's in Biology or life sciences
Laboratory Technician	4	1. Plan execute and arrange laboratory experiments, new techniques and procedures; and performs laboratory techniques relating to scientific research. 2. Operates laboratory machines and instruments, and prepares specimens and equipment for use. 3. Performs sample management and storage. 4. Analyzes, documents and reports on all procedures performed and produces detailed reports for use by senior staff. 5. Maintains inventory of laboratory supplies and initiates purchase orders. 6. Performs advanced equipment maintenance. 7. Trains staff in performing routine laboratory tests and procedures. 8. Provides insights and expertise and recommends new strategies and approaches.	8-10 years and a. Experience working in a laboratory environment. b. Demonstrates experience in performing biological research. c. Demonstrates knowledge in managing and disposing of hazardous waste.	Bachelor's in Biology or life sciences
Management Analyst	1	1. Provides analysis and advisory services regarding management functions. 2. Prepares a variety of management and administrative studies to analyze and evaluate internal procedures, policies, processes and systems for the purpose of improving efficiency. 3. Reviews and comments on new or proposed changes to existing policies, procedures or systems. 4. Prepares reports in the areas of budget, procurement, HR, travel, etc. 5. Reviews policy and regulation that governs the activities performed in the program. 6. Prepares reports and presentations for meetings. 7. Researches and suggests developing areas of management policy.	3-4 years and a. Related business consulting experience. b. Proficiency with MS Office Suite. c. Familiarity with a variety of management concepts, efficiency tools, performance assessments, and process engineering methodologies.	Bachelor's in Business or public administration, management
Management Analyst	2	1. Provides analysis and advisory services regarding management functions. 2. Prepares a variety of management and administrative studies to analyze and evaluate internal procedures, policies, processes and systems for the purpose of improving efficiency. 3. Reviews and comments on new or proposed changes to existing policies, procedures or systems. 4. Prepares reports in the areas of budget, procurement, HR, travel, etc. 5. Reviews policy and regulation that governs the activities performed in the program. 6. Prepares reports and presentations for meetings. 7. Researches and suggests developing areas of management policy. 8. Performs in-depth analysis and statistical comparison of organizational data and information. 9. Assist financial managers prepare annual appropriated budget requests. 10. Conduct workforce studies and provide in-depth analysis and reporting.	5-7 years and a. Related business consulting experience. b. Proficiency with MS Office Suite. c. Familiarity with a variety of management concepts, efficiency tools, performance assessments, and process engineering methodologies.	Bachelor's in Business or public administration, management
Management Analyst	3	1. Provides analysis and advisory services regarding management functions. 2. Prepares a variety of management and administrative studies to analyze and evaluate internal procedures, policies, processes and systems for the purpose of improving efficiency. 3. Reviews and comments on new or proposed changes to existing policies, procedures or systems. 4. Prepares reports in the areas of budget, procurement, HR, travel, etc. 5. Reviews policy and regulation that governs the activities performed in the program. 6. Prepares reports and presentations for meetings. 7. Researches and suggests developing areas of management policy. 8. Performs in-depth analysis and statistical comparison of organizational data and information. 9. Assist financial managers prepare annual appropriated budget requests. 10. Conduct workforce studies and provide in-depth analysis and reporting. 11. Mentor and train junior management analysts.	8-10 years and a. Related business consulting experience. b. Proficiency with MS Office Suite. c. Familiarity with a variety of management concepts, efficiency tools, performance assessments, and process engineering methodologies.	Bachelor's in Business or public administration, management
Medical Assistant	1	1. Provides direct patient care under the supervision of an RN or LPN. 2. Draws blood and collects biological samples and prepares specimen for analysis. 3. Provides administrative support (schedules appointments, greets and direct patients, etc.). 4. Interviews patients, measure vital signs and records information on patient chart. 5. Performs evaluations under direction of nurse or physician.	1-2 years a. Experience as a medical assistant or related field. b. Computer skills to include MS Office Suite.	Accredited Medical Assistant Certificate Program
Medical Illustrator	1	1. Provides technical experience to create various graphic artwork an designs for medical and scientific purposes. 2. Produces medically accurate representations of scientific and medical materials or ideas for publications, websites and presentations. 3. Provides technical or functional experience in both Mac and PC environments. 4. Revises work products based on management feedback. 5. Assists with various graphic design projects based on direction from senior medical illustrator.	3-4 years and a. Experience developing, maintaining and supporting web projects. b. Demonstrates experience with multimedia production. c. Demonstrates knowledge of a variety of standard programming languages and a general understanding of website architecture models, usability best practices, navigations standards, templating, etc.	Bachelor's in Medical or scientific illustration or graphic design or other related field
Medical Laboratory Technician	1	1. Performs routine tests and laboratory procedures in a medical laboratory which are used to diagnose and treat diseases. 2. Reports laboratory results to medical personnel or principal investigator. 3. Operates and maintains laboratory equipment, tools and supplies. 4. Assist laboratory managers comply with all institute, department and federal guidelines and regulations.	3-4 years and a. Medical laboratory experience. b. Proficiency with MS Office Suite.	Accredited MLT Program
Medical Officer	1	1. Coordinates all aspects of clinical protocol development, review and implementation. 2. Monitors ongoing clinical studies and clinical trials. 3. Evaluates existing protocols and provides suggestions for design, execution and improvement. 4. Assists in developing protocols for future clinical projects. 5. Produces various detailed reports for use by upper clinic or laboratory management. 6. Participates in site visits as needed. 7. Reviews the clinical protocols for safety of the study.	3-4 years and a. Experience in medicine. b. Experience in the development of clinical trial protocols. c. Demonstrates experience in performing medical research. d. Experience in evaluating adverse events.	Accredited Medical Program
Medical Officer	2	1. Coordinates all aspects of clinical protocol development, review and implementation. 2. Monitors ongoing clinical studies and clinical trials. 3. Evaluates existing protocols and provides suggestions for design, execution and improvement. 4. Assists in developing protocols for future clinical projects. 5. Evaluates various reports and safety monitoring plans and produces detailed reports for use by upper clinic or laboratory management. 6. Participates in site visits as needed. 7. Reviews the clinical protocols for safety of the study.	5-7 years and a. Experience in medicine or related field. b. Experience in the development of clinical trial protocols. c. Demonstrates experience in performing medical research. d. Experience in evaluating adverse events.	Accredited Medical Program
Medical Officer	3	1. Provides advice and guidance for all clinical trials. 2. Evaluates existing protocols and provides suggestions for design, execution and improvement. 3. Reviews safety reports and provides recommendations for improvement. 4. Provides guidance to staff on various clinical processes and operational issues. 5. Develops policies and guidelines. 6. Coordinates and participates in various meetings, training and safety-related educational programs.	8-10 years and a. Experience in medicine or related field. b. Experience in the development of clinical trial protocols. c. Demonstrates experience in performing medical research. d. Experience in evaluating adverse events.	Accredited Medical Program
Medical Records Technician	1	1. Compiles, verifies, types and files medical records for patient clinical record keeping. 2. Prepares folders and maintains records of newly admitted patients. 3. Reviews medical records for completeness, assembles records into standard order and files records in designated areas according to applicable alphabetic and numeric filing system. 4. Locates, signs out, and delivers medical records requested by research team. 5. Compiles data, such as admissions, discharges, deaths, births, and types of treatment given. 6. Operates computer to enter and retrieve data and type correspondence and reports. 7. May assist other workers with coding of records.	3-4 years a. Medical records experience. b. Proficiency with MS Office Suite. c. Proficiency in medical records software.	CAHIIM Accredited Associate's
Molecular Biologist	1	1. Designs and performs original molecular and cellular research. 2. Evaluates, tests and implements new processes, methodologies and tools for complex molecular and cellular testing and research. 3. Documents research findings and maintains accurate logs and records of all experimental activities and outcomes. 4. Provides subject matter expertise to senior scientists and program executives. 5. Prepares results of experimental findings for presentation and publication.	5-7 years and a. Expertise in RNA vector design and performing standard molecular biology and biochemistry experiments. b. Experience with Clinical Laboratory Improvement Amendments (CLIA) specifications. c. Proficiency with MS Office Suite.	PhD in Molecular biology
MRI Data Analyst	1	1. Provides statistical support to researchers. 2. Assists with the creation, implementation, validation and analysis of novel analysis techniques. 3. Keeps abreast of state-of-the-art analysis methods by reading scientific literature and other means. 4. Assists with analysis of MRI data.	3-4 years and a. Experience analyzing MRI data. b. Proficiency with MS Office Suite and experience with both UNIX and Windows environments. c. Programming experience in "C", Perl and Matlab. d. Knowledge of statistics and statistical software programs such as SPSS and SAS. e. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Data Analyst	2	1. Provides statistical support to researchers. 2. Assists with the creation, implementation, validation and analysis of novel analysis techniques. 3. Keeps abreast of state-of-the-art analysis methods by reading scientific literature and other means. 4. Assists with analysis of MRI data.	5-7 years and a. Experience analyzing MRI data. b. Proficiency with MS Office Suite and experience with both UNIX and Windows environments. c. Programming experience in "C", Perl and Matlab. d. Knowledge of statistics and statistical software programs such as SPSS and SAS. e. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field

MRI Data Analyst	3	1. Provides statistical support to researchers. 2. Assists with the creation, implementation, validation and analysis of novel analysis techniques. 3. Independently implements analysis of techniques from the literature applicable to the laboratory needs. 4. Provides analysis and interpretation of data obtained from MRI scans. 5. Prepares scientific papers and presentations. 6. Performs quality control of data.	8-10 years and a. Experience analyzing MRI data. b. Proficiency with MS Office Suite and experience with both UNIX and Windows environments. c. Programming experience in "C", Perl and Matlab. d. Knowledge of statistics and statistical software programs such as SPSS and SAS. e. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Data Analyst	4	1. Develops new approaches for providing statistical support to researchers. 2. Creates, implements, validate, and analyzes novel analysis techniques. 3. Independently implements analysis of techniques from the literature applicable to the laboratory needs. 4. Provides analysis and interpretation of data obtained from MRI scans. 5. Prepares scientific papers and presentations. 6. Performs quality control of data. 7. Develops new approaches for maintaining databases. 8. Monitors data for discrepancies and accuracy.	11-13 years and a. Experience analyzing MRI data. b. Proficiency with MS Office Suite and experience with both UNIX and Windows environments. c. Programming experience in "C", Perl and Matlab. d. Knowledge of statistics and statistical software programs such as SPSS and SAS. e. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Data Analyst	5	1. Develops new approaches for providing statistical support to researchers. 2. Creates, implements, validate, and analyzes novel analysis techniques. 3. Independently implements analysis of techniques from the literature applicable to the laboratory needs. 4. Provides analysis and interpretation of data obtained from MRI scans. 5. Prepares scientific papers and presentations. 6. Performs quality control of data. 7. Develops new approaches for maintaining databases. 8. Monitors data for discrepancies and accuracy. 9. Independently consults and trains staff in the use of equipment and techniques used to analyze data.	14-16 years and a. Experience analyzing MRI data. b. Proficiency with MS Office Suite and experience with both UNIX and Windows environments. c. Programming experience in "C", Perl and Matlab. d. Knowledge of statistics and statistical software programs such as SPSS and SAS. e. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Psychology Researcher	1	1. Operates MRI scanners following the guidelines from research protocols. 2. Participates with staff in collecting and analyzing MRI data by measuring and quantifying MRI images of various structures. 3. Manages data from the collection phase through transfer and analysis, ensuring accuracy of data storage and efficiency of data transfer, backup and statistical analysis. 4. Participates in writing research reports, notes and protocols incorporating details of experimental methodology and statistical approaches. 5. Recommends new ideas and directions of study for future research in the laboratory.	1-2 years and a. Experience analyzing MRI research data. b. Proficiency with MS Office Suite. c. Expertise with UNIX and Matlab. d. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Psychology Researcher	2	1. Operates MRI scanners following the guidelines from research protocols. 2. Independently initiates collecting and analyzing MRI data by measuring and quantifying MRI images of various structures. 3. Manages data from the collection phase through transfer and analysis, ensuring accuracy of data storage and efficiency of data transfer, backup and statistical analysis. 4. Participates in writing research reports, notes and protocols incorporating details of experimental methodology and statistical approaches. 5. Recommends new ideas and directions of study for future research in the laboratory.	3-4 years and a. Experience analyzing MRI research data. b. Proficiency with MS Office Suite. c. Expertise with UNIX and Matlab. d. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Psychology Researcher	3	1. Operates MRI scanners following the guidelines from research protocols. 2. Independently initiates collecting and analyzing MRI data by measuring and quantifying MRI images of various structures. 3. Manages data from the collection phase through transfer and extensive analysis, ensuring accuracy of data storage and efficiency of data transfer, backup and statistical analysis. 4. Participates in writing research reports, notes and protocols incorporating details of experimental methodology and statistical approaches. 5. Recommends new ideas and directions of study for future research in the laboratory.	5-7 years and a. Experience analyzing MRI research data. b. Proficiency with MS Office Suite. c. Expertise with UNIX and Matlab. d. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Psychology Researcher	4	1. Operates MRI scanners following the guidelines from research protocols. 2. Independently initiates collecting and analyzing MRI data by measuring and quantifying MRI images of various structures. 3. Manages data from the collection phase through transfer and extensive analysis, ensuring accuracy of data storage and efficiency of data transfer, backup and statistical analysis. 4. Participates in writing research reports, notes and protocols incorporating details of experimental methodology and statistical approaches. 5. Recommends new ideas and directions of study for future research in the laboratory.	8-10 years and a. Experience analyzing MRI research data. b. Proficiency with MS Office Suite. c. Expertise with UNIX and Matlab. d. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Psychology Researcher	5	1. Operates MRI scanners following the guidelines from research protocols. 2. Independently initiates collecting and analyzing MRI data by measuring and quantifying MRI images of various structures. 3. Manages data from the collection phase through transfer and extensive analysis, ensuring accuracy of data storage and efficiency of data transfer, backup and statistical analysis. 4. Participates in writing research reports, notes and protocols incorporating details of experimental methodology and statistical approaches. 5. Recommends new ideas and directions of study for future research in the laboratory. 6. Develops and coordinates the training program for staff in MRI measurement techniques. 7. Tracks the quality of data from research protocols.	11-13 years and a. Experience analyzing MRI research data. b. Proficiency with MS Office Suite. c. Expertise with UNIX and Matlab. d. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Technologist	1	1. Executes research projects focusing on reproducibility and quality assurance of different pulse sequence and activation paradigms with the assistance of an MRI Physicist. 2. Organizes data into computerized data sets. 3. Acts as subject/patient advocate, monitoring comfort and subject cooperation with experimental protocol physiological parameters (pulse rate, respiration, oxygen saturation), and length of time of research exams. 4. Operates the scanner during both anatomical and functional imaging experiments. 5. Schedules investigators' time on the scanner.	3-4 years and a. Experience in related field operating an MRI scanner. b. Computer skills to include proficiency with MS Office Suite. c. Expertise with MATLAB. d. Registration with American Registry of Radiologic Technologists (AART).	Completion of Accredited MRI Technology Program in Medical Imagery or related science field
MRI Technologist	2	1. Executes research projects focusing on reproducibility and quality assurance of different pulse sequence and activation paradigms with the assistance of an MRI Physicist. 2. Organizes data into computerized data sets. 3. Acts as subject/patient advocate, monitoring comfort and subject cooperation with experimental protocol physiological parameters (pulse rate, respiration, oxygen saturation), and length of time of research exams. 4. Operates the scanner during both anatomical and functional imaging experiments. 5. Schedules investigators' time on the scanner. 6. Solves MRI related technical questions by designing and performing independent technical research work.	5-7 years and a. Experience in related field operating an MRI scanner. b. Computer skills to include proficiency with MS Office Suite. c. Expertise with MATLAB. d. Registration with American Registry of Radiologic Technologists (AART).	Completion of Accredited MRI Technology Program in Medical Imagery or related science field
MRI Technologist	3	1. Executes research projects focusing on reproducibility and quality assurance of different pulse sequence and activation paradigms with the assistance of an MRI Physicist. 2. Organizes data into computerized data sets. 3. Acts as subject/patient advocate, monitoring comfort and subject cooperation with experimental protocol physiological parameters (pulse rate, respiration, oxygen saturation), and length of time of research exams. 4. Operates the scanner during both anatomical and functional imaging experiments. 5. Schedules investigators' time on the scanner. 6. Solves MRI related technical questions by designing and performing independent technical research work. 7. Trains users on how to operate the scanner and gain independence in their experiments.	8-10 years and a. Experience in related field operating an MRI scanner. b. Computer skills to include proficiency with MS Office Suite. c. Expertise with MATLAB. d. Registration with American Registry of Radiologic Technologists (AART).	Completion of Accredited MRI Technology Program in Medical Imagery or related science field
MRI Technologist	4	1. Executes research projects focusing on reproducibility and quality assurance of different pulse sequence and activation paradigms with the assistance of an MRI Physicist. 2. Organizes data into computerized data sets. 3. Acts as subject/patient advocate, monitoring comfort and subject cooperation with experimental protocol physiological parameters (pulse rate, respiration, oxygen saturation), and length of time of research exams. 4. Operates the scanner during both anatomical and functional imaging experiments. 5. Schedules investigators' time on the scanner. 6. Solves MRI related technical questions by designing and performing independent technical research work. 7. Trains users on how to operate the scanner and gain independence in their experiments. 8. Provides expert level information on the software and hardware capabilities of the MRI scanner.	11-13 years and a. Experience in related field operating an MRI scanner. b. Computer skills to include proficiency with MS Office Suite. c. Expertise with MATLAB. d. Registration with American Registry of Radiologic Technologists (AART).	Completion of Accredited MRI Technology Program in Medical Imagery or related science field
MRI Technologist	5	1. Executes research projects focusing on reproducibility and quality assurance of different pulse sequence and activation paradigms with the assistance of an MRI Physicist. 2. Organizes data into computerized data sets. 3. Acts as subject/patient advocate, monitoring comfort and subject cooperation with experimental protocol physiological parameters (pulse rate, respiration, oxygen saturation), and length of time of research exams. 4. Operates the scanner during both anatomical and functional imaging experiments. 5. Schedules investigators' time on the scanner. 6. Solves MRI related technical questions by designing and performing independent technical research work. 7. Trains users on how to operate the scanner and gain independence in their experiments. 8. Provides expert level information on the software and hardware capabilities of the MRI scanner. 9. Provides input to decide what modifications of the unit are necessary to produce optimum image spectra and most efficient use of the scanner.	14-16 years and a. Experience in related field operating an MRI scanner. b. Computer skills to include proficiency with MS Office Suite. c. Expertise with MATLAB. d. Registration with American Registry of Radiologic Technologists (AART).	Completion of Accredited MRI Technology Program in Medical Imagery or related science field
Neurodiagnostic Technologist	1	1. Provides technical experience to perform echocardiographic (EEG) recordings. 2. Provides technical experience to perform polysomnographic (PSG) recording. 3. Reviews study protocol with subjects and monitors procedures. 4. Monitors population of patients for sleep testing. 5. Documents routine observations, changes in procedures, or other events to use while scoring. 6. Develops and organizes policies, procedures and reports of research findings. 7. Responsible for proper care and function of instruments and making minor adjustments.	3-4 years and a. Experience performing echocardiographic and polysomnographic (PSG) recordings in a clinical or health environment. b. Proficiency in MS Office Suite.	Accredited NDT Program
Neurodiagnostic Technologist	2	1. Provides technical experience to perform echocardiographic (EEG) recordings. 2. Provides technical experience to perform polysomnographic (PSG) recording. 3. Reviews study protocol with subjects and monitors procedures. 4. Monitors population of patients for sleep testing. 5. Documents routine observations, changes in procedures, or other events to use while scoring. 6. Develops and organizes policies, procedures and reports of research findings. 7. Responsible for proper care and function of instruments and making minor adjustments. 8. Provide neurodiagnostic testing expertise to researchers designing, planning and documenting research and studies.	5-7 years and a. Experience performing echocardiographic and polysomnographic (PSG) recordings in a clinical or health environment. b. Proficiency in MS Office Suite.	Accredited NDT Program
Nurse (Certified Nurse Practitioner Clinical)	1	1. Provides scientific expertise in order to conceptualize, develop and provide guidance on clinical and healthcare related issues. 2. Coordinates a team of clinical advisors. 3. Develops and coordinates curriculum manuscripts and speeches on clinical advising. 4. Develops communication for healthcare providers and attends numerous clinical and healthcare related meetings and conferences.	3-4 years and a. Experience as a healthcare professional. b. Experience coordinating clinical or healthcare teams. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program

Nurse (Certified Nurse Practitioner Clinical)	2	1. Provides scientific expertise in order to conceptualize, develop and provide guidance on clinical and healthcare related issues. 2. Coordinates a team of clinical advisors. 3. Develops and coordinates curriculum manuscripts and speeches on clinical advising. 4. Develops communication for healthcare providers and attends numerous clinical and healthcare related meetings and conferences.	5-7 years and a. Experience as a healthcare professional. b. Experience coordinating clinical or healthcare teams. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nurse Practitioner Clinical)	3	1. Provides scientific expertise in order to conceptualize, develop and provide guidance on clinical and healthcare related issues. 2. Coordinates a team of clinical advisors. 3. Develops and coordinates curriculum manuscripts and speeches on clinical advising. 4. Develops communication for healthcare providers and attends numerous clinical and healthcare related meetings and conferences.	8-10 years and a. Experience as a healthcare professional. b. Experience coordinating clinical or healthcare teams. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nurse Practitioner Clinical)	4	1. Provides scientific expertise in order to conceptualize, develop and provide guidance on clinical and healthcare related issues. 2. Coordinates a team of clinical advisors. 3. Develops and coordinates curriculum manuscripts and speeches on clinical advising. 4. Develops communication for healthcare providers and attends numerous clinical and healthcare related meetings and conferences.	11-13 years and a. Experience as a healthcare professional. b. Experience coordinating clinical or healthcare teams. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nurse Practitioner Clinical)	5	1. Provides scientific expertise in order to conceptualize, develop and provide guidance on clinical and healthcare related issues. 2. Coordinates a team of clinical advisors. 3. Develops and coordinates curriculum manuscripts and speeches on clinical advising. 4. Develops communication for healthcare providers and attends numerous clinical and healthcare related meetings and conferences. 5. Develops outreach materials for students and the general public. 6. Provides training to junior advisors.	14-16 years and a. Experience as a healthcare professional. b. Experience coordinating clinical or healthcare teams. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nurse Practitioner Clinical)	6	1. Provides scientific expertise in order to conceptualize, develop and provide guidance on clinical and healthcare related issues. 2. Coordinates a team of clinical advisors. 3. Develops and coordinates curriculum manuscripts and speeches on clinical advising. 4. Develops communication for healthcare providers and attends numerous clinical and healthcare related meetings and conferences. 5. Develops outreach materials for students and the general public. 6. Provides training to junior advisors.	17-19 years and a. Experience as a healthcare professional. b. Experience coordinating clinical or healthcare teams. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nurse Practitioner)	1	1. Prescribes and recommends drugs or other forms of treatment under the direction of a physician. 2. Obtains medical histories. 3. Performs physical exams. 4. Assesses and tracks illnesses of patients and supports overall diagnosis and clinical research. 5. Orders laboratory tests and interprets results for research or medical staff and patients. 6. Ensures proper illness and injury care, disease prevention, diagnosis, treatment and recovery.	3-4 years and a. Experience in a clinical or healthcare setting. b. Experience performing physical and laboratory assessments. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nurse Practitioner)	2	1. Prescribes and recommends drugs or other forms of treatment under the direction of a physician. 2. Obtains medical histories. 3. Performs physical exams. 4. Assesses and tracks illnesses of patients and supports overall diagnosis and clinical research. 5. Orders laboratory tests and interprets results for research or medical staff and patients. 6. Ensures proper illness and injury care, disease prevention, diagnosis, treatment and recovery.	5-7 years and a. Experience in a clinical or healthcare setting. b. Experience performing physical and laboratory assessments. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nurse Practitioner)	3	1. Prescribes and recommends drugs or other forms of treatment under the direction of a physician. 2. Obtains medical histories. 3. Performs physical exams. 4. Assesses and tracks illnesses of patients and supports overall diagnosis and clinical research. 5. Orders laboratory tests and interprets results for research or medical staff and patients. 6. Ensures proper illness and injury care, disease prevention, diagnosis, treatment and recovery.	8-10 years and a. Experience in a clinical or healthcare setting. b. Experience performing physical and laboratory assessments. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nursing Assistant)	1	1. Participates in the development of diagnostic interviews with the principal investigator. 2. Administers diagnostic interviews and prepares summaries in support of research protocols. 3. Coordinates adult relative and child participant recruitment. 4. Prepares patients for examinations and assists staff with specialized procedures and diagnostic exams. 5. Assists patients and reinforces instructions regarding self management.	3-4 years and a. Experience in a clinical or healthcare setting. b. Experience performing diagnostic interviews. c. Knowledge of screening medical disorders. d. Proficiency with MS Office Suite.	Accredited Nursing Assistant Certificate Program
Nurse (Certified Nursing Assistant)	2	1. Participates in the development of diagnostic interviews with the principal investigator. 2. Administers diagnostic interviews and prepares summaries in support of research protocols. 3. Coordinates adult relative and child participant recruitment. 4. Prepares patients for examinations and assists staff with specialized procedures and diagnostic exams. 5. Assists patients and reinforces instructions regarding self management.	5-7 years and a. Experience in a clinical or healthcare setting. b. Experience performing diagnostic interviews. c. Knowledge of screening medical disorders. d. Proficiency with MS Office Suite.	Accredited Nursing Assistant Certificate Program
Nurse (Certified Nursing Assistant)	3	1. Participates in the development of diagnostic interviews with the principal investigator. 2. Administers diagnostic interviews and prepares summaries in support of research protocols. 3. Coordinates adult relative and child participant recruitment. 4. Prepares patients for examinations and assists staff with specialized procedures and diagnostic exams. 5. Assists patients and reinforces instructions regarding self management.	8-10 years and a. Experience in a clinical or healthcare setting. b. Experience performing diagnostic interviews. c. Knowledge of screening medical disorders. d. Proficiency with MS Office Suite.	Accredited Nursing Assistant Certificate Program
Nurse (Certified Nursing Assistant)	4	1. Participates in the development of diagnostic interviews with the principal investigator. 2. Administers diagnostic interviews and prepares summaries in support of research protocols. 3. Coordinates adult relative and child participant recruitment. 4. Prepares patients for examinations and assists staff with specialized procedures and diagnostic exams. 5. Assists patients and reinforces instructions regarding self management.	11-13 years and a. Experience in a clinical or healthcare setting. b. Experience performing diagnostic interviews. c. Knowledge of screening medical disorders. d. Proficiency with MS Office Suite.	Accredited Nursing Assistant Certificate Program
Nurse (Licensed Practical Nurse)	1	1. Prepares and assists patients for examinations. 2. Assists researchers or medical staff perform testing and exams and records basic physiological data. 3. Maintains safe, orderly and clean clinical or treatment facility environment. 4. Schedules and prepares patients for appointments.	1-2 years and a. Experience a clinical or healthcare setting. b. Experience performing medical examinations. c. Proficiency with MS Office Suite.	Accredited Practical Nurse Certificate Program
Nurse (Licensed Practical Nurse)	2	1. Prepares and assists patients for examinations. 2. Assists researchers or medical staff perform testing and exams and records basic physiological data. 3. Maintains safe, orderly and clean clinical or treatment facility environment. 4. Schedules and prepares patients for appointments.	3-4 years and a. Experience a clinical or healthcare setting. b. Experience performing medical examinations. c. Proficiency with MS Office Suite.	Accredited Practical Nurse Certificate Program
Nurse (Licensed Practical Nurse)	3	1. Prepares and assists patients for examinations. 2. Assists researchers or medical staff perform testing and exams and records basic physiological data. 3. Maintains safe, orderly and clean clinical or treatment facility environment. 4. Schedules and prepares patients for appointments.	5-7 years and a. Experience a clinical or healthcare setting. b. Experience performing medical examinations. c. Proficiency with MS Office Suite.	Accredited Practical Nurse Certificate Program
Nurse (Registered Nurse Research)	1	1. Recruits and screens patients for inclusion in protocols and clinical trials. 2. Performs assessments and physicals, and collects medical histories. 3. Administers protocol consents and documentation and monitors compliance. 4. Performs data input and management. 5. Performs clinical data interpretation and evaluates and interprets protocol and clinical trial findings.	3-4 years and a. Experience in a clinical research setting with protocols and clinical trials. b. Strong diagnostic and clinical skills. c. Proficiency with MS Office Suite.	Accredited Associate's or Bachelor's Nursing Program

Nurse (Registered Nurse Research)	2	1. Recruits and screens patients for inclusion in protocols and clinical trials. 2. Performs assessments and physicals, and collects medical histories. 3. Administers protocol consents and documentation and monitors compliance. 4. Performs data input and management. 5. Performs clinical data interpretation and evaluates and interprets protocol and clinical trial findings. 6. Participates in training and mentoring new staff. 7. Develops new research protocols.	5-7 years and a. Experience in a clinical research setting with protocols and clinical trials. b. Strong diagnostic and clinical skills. c. Proficiency with MS Office Suite.	Accredited Associate's or Bachelor's Nursing Program
Nurse (Registered Nurse Research)	3	1. Recruits and screens patients for inclusion in protocols and clinical trials. 2. Performs assessments and physicals, and collects medical histories. 3. Administers protocol consents and documentation and monitors compliance. 4. Performs data input and management. 5. Performs clinical data interpretation and evaluates and interprets protocol and clinical trial findings. 6. Participates in training and mentoring new staff. 7. Develops new research protocols.	8-10 years and a. Experience in a clinical research setting with protocols and clinical trials. b. Strong diagnostic and clinical skills. c. Proficiency with MS Office Suite.	Accredited Associate's or Bachelor's Nursing Program
Nurse (Registered Nurse)	1	1. Performs assessments and collects medical histories and physicals. 2. Performs procedures like IV placement, phlebotomy and administering medications, and monitors patient progress. 3. Teaches patients and families about conditions, treatments and medications. 4. Collaborates with physician to plan, evaluate, coordinate and revise program to deliver the most efficient health care service. 5. Assists Nurse Practitioners evaluate and make recommendations to improve patient care and adhere to good clinical practices.	3-4 years and a. Experience in a clinical research setting with protocols and clinical trials. b. Strong diagnostic and clinical skills. c. Proficiency with MS Office Suite.	Accredited Associate's or Bachelor's Nursing Program
Nurse (Registered Nurse)	2	1. Performs assessments and collects medical histories and physicals. 2. Performs procedures like IV placement, phlebotomy and administering medications, and monitors patient progress. 3. Teaches patients and families about conditions, treatments and medications. 4. Collaborates with physician to plan, evaluate, coordinate and revise program to deliver the most efficient health care service. 5. Assists Nurse Practitioners evaluate and make recommendations to improve patient care and adhere to good clinical practices.	5-7 years and a. Experience in a clinical research setting with protocols and clinical trials. b. Strong diagnostic and clinical skills. c. Proficiency with MS Office Suite.	Accredited Associate's or Bachelor's Nursing Program
Nurse (Registered Nurse)	3	1. Performs assessments and collects medical histories and physicals. 2. Performs procedures like IV placement, phlebotomy and administering medications, and monitors patient progress. 3. Teaches patients and families about conditions, treatments and medications. 4. Collaborates with physician to plan, evaluate, coordinate and revise program to deliver the most efficient health care service. 5. Assists Nurse Practitioners evaluate and make recommendations to improve patient care and adhere to good clinical practices.	8-10 years and a. Experience in a clinical research setting with protocols and clinical trials. b. Strong diagnostic and clinical skills. c. Proficiency with MS Office Suite.	Accredited Associate's or Bachelor's Nursing Program
Operations Coordinator	1	1. Provides support for various procurement and administrative tasks. 2. Acts as point of contact with management and administrative, budget and property management staff. 3. Provides guidance to staff on Federal guidelines and procedures. 4. Develops, maintains and updates documentation, databases and spreadsheets for personnel, budget and travel actions. 5. Prepares inventory and purchase requests and assists with property management. 6. Coordinates with management on special projects. 7. Researchers and proposes new administrative procedures.	5-7 years and a. Experience in a medical or clinical setting. b. Proficiency with MS Office Suite. c. Strong organizational and time management skills. d. Knowledge of organizational travel and purchasing systems.	Bachelor's in Biology, life science
Operations Coordinator	2	1. Provides support for various procurement and administrative tasks. 2. Acts as point of contact with management and administrative, budget and property management staff. 3. Provides guidance to staff on Federal guidelines and procedures. 4. Develops, maintains and updates documentation, databases and spreadsheets for personnel, budget and travel actions. 5. Prepares inventory and purchase requests and assists with property management. 6. Coordinates with management on special projects. 7. Researchers and proposes new administrative procedures.	8-10 years and a. Experience in a medical or clinical setting. b. Proficiency with MS Office Suite. c. Strong organizational and time management skills. d. Knowledge of organizational travel and purchasing systems.	Bachelor's in Biology, life science
Operations Coordinator	3	1. Provides support for various procurement and administrative tasks. 2. Acts as point of contact with management and administrative, budget and property management staff. 3. Provides guidance to staff on Federal guidelines and procedures. 4. Develops, maintains and updates documentation, databases and spreadsheets for personnel, budget and travel actions. 5. Prepares inventory and purchase requests and assists with property management. 6. Coordinates with management on special projects. 7. Researchers and proposes new administrative procedures.	11-13 years and a. Experience in a medical or clinical setting. b. Proficiency with MS Office Suite. c. Strong organizational and time management skills. d. Knowledge of organizational travel and purchasing systems.	Bachelor's in Biology, life science
Patient Coordinator	1	1. Coordinates the recruitment, scheduling, travel and admission of research study participants. 2. Distributes recruitment materials. 3. Acts as a liaison between participants, participant's relatives and staff members and communicates participant's questions, complaints, problems and concerns to appropriate staff members. 4. Explains policies and procedures to participants and refers them to appropriate staff. 5. Collates, enters and maintains data collected on participants.	1-2 years and a. Related experience. b. Knowledge of clinical protocols and medical terminology. c. Experience with MS Office Suite.	Associate's in Life sciences or other related discipline
Patient Coordinator	2	1. Coordinates the recruitment, scheduling, travel and admission of research study participants. 2. Distributes recruitment materials. 3. Acts as a liaison between participants, participant's relatives and staff members and communicates participant's questions, complaints, problems and concerns to appropriate staff members. 4. Explains policies and procedures to participants and refers them to appropriate staff. 5. Collates, enters and maintains data collected on participants. 6. Coordinates new patient referrals by obtaining pertinent information and forwarding it for review.	3-4 years and a. Related experience. b. Knowledge of clinical protocols and medical terminology. c. Experience with MS Office Suite.	Associate's in Life sciences or other related discipline
Patient Coordinator	3	1. Coordinates the recruitment, scheduling, travel and admission of research study participants. 2. Distributes recruitment materials. 3. Acts as a liaison between participants, participant's relatives and staff members and communicates participant's questions, complaints, problems and concerns to appropriate staff members. 4. Explains policies and procedures to participants and refers them to appropriate staff. 5. Collates, enters and maintains data collected on participants. 6. Coordinates new patient referrals by obtaining pertinent information and forwarding it for review. 7. May assist in preparing credentialing packages.	5-7 years and a. Related experience. b. Knowledge of clinical protocols and medical terminology. c. Experience with MS Office Suite.	Associate's in Life sciences or other related discipline
Patient Coordinator	4	1. Coordinates the recruitment, scheduling, travel and admission of research study participants. 2. Distributes recruitment materials. 3. Acts as a liaison between participants, participant's relatives and staff members and communicates participant's questions, complaints, problems and concerns to appropriate staff members. 4. Explains policies and procedures to participants and refers them to appropriate staff. 5. Collates, enters and maintains data collected on participants. 6. Coordinates new patient referrals by obtaining pertinent information and forwarding it for review. 7. May assist in preparing credentialing packages. 8. Monitors workflow and administers and revises processes to maintain and improve operations.	8-10 years and a. Related experience. b. Knowledge of clinical protocols and medical terminology. c. Experience with MS Office Suite.	Associate's in Life sciences or other related discipline
Patient Coordinator	5	1. Coordinates the recruitment, scheduling, travel and admission of research study participants. 2. Distributes recruitment materials. 3. Acts as a liaison between participants, participant's relatives and staff members and communicates participant's questions, complaints, problems and concerns to appropriate staff members. 4. Explains policies and procedures to participants and refers them to appropriate staff. 5. Collates, enters and maintains data collected on participants. 6. Coordinates new patient referrals by obtaining pertinent information and forwarding it for review. 7. May assist in preparing credentialing packages. 8. Monitors workflow and administers and revises processes to maintain and improve operations. 9. Mentors and trains staff on patient recruitment and coordination processes and procedures.	11-13 years and a. Related experience. b. Knowledge of clinical protocols and medical terminology. c. Experience with MS Office Suite.	Associate's in Life sciences or other related discipline
Patient/Research Coordinator	1	1. Assists physicians and research staff with patient data collection. 2. Updates databases related to study activities. 3. Recruits and schedules subjects, both normal controls and patients. 4. Ensures all medical reports are completed and informed consent signed in time for patient meetings. 5. Prepares and mails study materials to participants.	3-4 years and a. Experience in related field. b. Computer skills to include MS Office Suite.	Bachelor's in Biology, life sciences
Patient/Research Coordinator	2	1. Assists physicians and research staff with patient data collection. 2. Analyzes, updates and monitors databases related to study activities. 3. Independently recruits and schedules subjects, both normal controls and patients. 4. Ensures all medical reports are completed and informed consent signed in time for patient meetings. 5. Prepares and mails study materials to participants.	5-7 years and a. Experience in related field. b. Computer skills to include MS Office Suite.	Bachelor's in Biology, life sciences
Patient/Research Coordinator	3	1. Assists physicians and research staff with patient data collection. 2. Analyzes, updates and monitors databases related to study activities. 3. Independently recruits and schedules subjects, both normal controls and patients. 4. Ensures all medical reports are completed and informed consent signed in time for patient meetings. 5. Prepares and mails study materials to participants. 6. Participates in periodic meetings to discuss research activities.	8-10 years and a. Experience in related field. b. Computer skills to include MS Office Suite.	Bachelor's in Biology, life sciences

Pharmacologist	1	1. Designs and performs original pharmacological research. 2. Evaluates, tests and implements new processes, methodologies and tools for complex pharmacological testing and research. 3. Documents research findings and maintains accurate logs and records of all experimental activities and outcomes. 4. Provides subject matter expertise to senior scientists and program executives. 5. Prepares results of experimental findings for presentation and publication.	5-7 years and a. Expertise conducting clinical pharmacological studies. b. Expertise interpreting scientific methods and techniques relating to pharmacology and toxicology. c. Expertise in clinical pharmacology aspects of drug development. d. Proficiency with MS Office Suite.	PhD in Pharmacology
Phlebotomist	1	1. Draws blood by venipuncture, skin puncture or arterial collection for medical tests and blood donations. 2. Conducts interviews and verifies patient records. 3. Takes vital signs.	3-4 years and a. Experience in phlebotomy	Accredited Phlebotomy Certificate Program
Photographer	1	1. Takes photographs using standard and specialized photographic equipment. 2. Provides technical photographic expertise to provide a variety of clinical, laboratory, medical and scientific visual documentation. 3. Utilizes photo editing software and printing and laminating equipment.	3-4 years and a. Specialized photography experience. b. Must be able to focus, center and provide flash type lighting for photography.	High School
Photographer	2	1. Takes photographs using standard and specialized photographic equipment. 2. Provides technical photographic expertise to provide a variety of clinical, laboratory, medical and scientific visual documentation. 3. Utilizes photo editing software and printing and laminating equipment.	5-7 years and a. Specialized photography experience. b. Must be able to focus, center and provide flash type lighting for photography.	High School
Physician Assistant	1	1. Provides primary medical services in support of supervising physician. 2. Documents medical examination and treatment protocols and results. 3. Assists supervisory physicians manage clinics. 4. Participates in interdisciplinary research teams.	3-4 years and a. Expertise conducting clinical pharmacological studies. b. Expertise interpreting scientific methods and techniques relating to pharmacology and toxicology. c. Expertise in clinical pharmacology aspects of drug development. d. Proficiency with MS Office Suite.	Accredited graduate physician assistant program
Policy Analyst	1	1. Provides technical experience needed to analyze, develop and implement organizational policies and practices. 2. Provides technical advice to program staff regarding new policies and procedures. 3. Performs research of issues pertaining to current policies, regulations and procedures, and prepares issuance to program staff on changes. 4. Assists with data collection.	3-4 years and a. Experience reviewing, analyzing and reporting on public policy. b. Proficiency with MS Office Suite. c. Experience researching data and information related to public health and health related policies.	Bachelor's in Governmental Affairs or Public Policy
Policy Analyst	2	1. Provides technical experience needed to analyze, develop and implement organizational policies and practices. 2. Provides technical advice to program staff regarding new policies and procedures. 3. Performs research of issues pertaining to current policies, regulations and procedures, and prepares issuance to program staff on changes. 4. Assists with data collection. 5. Analyzes and provides information on current policy issues.	5-7 years and a. Experience reviewing, analyzing and reporting on public policy. b. Proficiency with MS Office Suite. c. Experience researching data and information related to public health and health related policies.	Bachelor's in Governmental Affairs or Public Policy
Policy Analyst	3	1. Provides technical experience needed to analyze, develop and implement organizational policies and practices. 2. Provides technical advice to program staff regarding new policies and procedures. 3. Performs research of issues pertaining to current policies, regulations and procedures, and prepares issuance to program staff on changes. 4. Assists with data collection. 5. Analyzes and provides information on current policy issues. 6. Attends meetings to review and implement discussion items. 7. Prepares reports, graphs, etc., for use by upper management.	8-10 years and a. Experience reviewing, analyzing and reporting on public policy. b. Proficiency with MS Office Suite. c. Experience researching data and information related to public health and health related policies.	Bachelor's in Governmental Affairs or Public Policy
Policy Analyst	4	1. Provides technical experience needed to analyze, develop and implement organizational policies and practices. 2. Provides technical advice to program staff regarding new policies and procedures. 3. Performs research of issues pertaining to current policies, regulations and procedures, and prepares issuance to program staff on changes. 4. Assists with data collection. 5. Analyzes and provides information on current policy issues. 6. Attends meetings to review and implement discussion items. 7. Prepares reports, graphs, etc., for use by upper management. 8. Develops new policies that support organizational goals.	11-13 years and a. Experience reviewing, analyzing and reporting on public policy. b. Proficiency with MS Office Suite. c. Experience researching data and information related to public health and health related policies.	Bachelor's in Governmental Affairs or Public Policy
Policy Analyst	5	1. Provides technical experience needed to analyze, develop and implement organizational policies and practices. 2. Provides technical advice to program staff regarding new policies and procedures. 3. Performs research of issues pertaining to current policies, regulations and procedures, and prepares issuance to program staff on changes. 4. Assists with data collection. 5. Analyzes and provides information on current policy issues. 6. Attends meetings to review and implement discussion items. 7. Prepares reports, graphs, etc., for use by upper management. 8. Develops new policies that support organizational goals. 9. Prepares briefing materials and professional packages for upper management, and provides recommendations for improvement.	14-16 years and a. Experience reviewing, analyzing and reporting on public policy. b. Proficiency with MS Office Suite. c. Experience researching data and information related to public health and health related policies.	Bachelor's in Governmental Affairs or Public Policy
Policy Analyst	6	1. Provides technical experience needed to analyze, develop and implement organizational policies and practices. 2. Provides technical advice to program staff regarding new policies and procedures. 3. Performs research of issues pertaining to current policies, regulations and procedures, and prepares issuance to program staff on changes. 4. Assists with data collection. 5. Analyzes and provides information on current policy issues. 6. Attends meetings to review and implement discussion items. 7. Prepares reports, graphs, etc., for use by upper management. 8. Develops new policies that support organizational goals. 9. Prepares briefing materials and professional packages for upper management, and provides recommendations for improvement.	17-19 years and a. Experience reviewing, analyzing and reporting on public policy. b. Proficiency with MS Office Suite. c. Experience researching data and information related to public health and health related policies.	Bachelor's in Governmental Affairs or Public Policy
Policy Analyst	7	1. Provides technical experience needed to analyze, develop and implement organizational policies and practices. 2. Provides technical advice to program staff regarding new policies and procedures. 3. Performs research of issues pertaining to current policies, regulations and procedures, and prepares issuance to program staff on changes. 4. Assists with data collection. 5. Analyzes and provides information on current policy issues. 6. Attends meetings to review and implement discussion items. 7. Prepares reports, graphs, etc., for use by upper management. 8. Develops new policies that support organizational goals. 9. Prepares briefing materials and professional packages for upper management, and provides recommendations for improvement.	20+ years and a. Experience reviewing, analyzing and reporting on public policy. b. Proficiency with MS Office Suite. c. Experience researching data and information related to public health and health related policies.	Bachelor's in Governmental Affairs or Public Policy
Procurement Technician	1	1. Assists in the preparation and verification of contracts and associated documentation to prepare a complete contract package. 2. Validates receipt of requested items by reviewing packing slips. 3. Enters data into automated tracking and reporting systems. 4. Maintains invoice reporting logs. 5. Resolves invoice problems in coordination with the purchasing agent or contracting officers.	1-2 years and a. Experience with Federal acquisition and purchasing systems. b. Proficiency with MS Office Suite and database management.	Associate's in Finance, accounting, contract management
Procurement Technician	2	1. Assists in the preparation and verification of contracts and associated documentation to prepare a complete contract package. 2. Validates receipt of requested items by reviewing packing slips. 3. Enters data into automated tracking and reporting systems. 4. Maintains invoice reporting logs. 5. Resolves invoice problems in coordination with the purchasing agent or contracting officers.	3-4 years and a. Experience with Federal acquisition and purchasing systems. b. Proficiency with MS Office Suite and database management.	Associate's in Finance, accounting, contract management
Procurement Technician	3	1. Assists in the preparation and verification of contracts and associated documentation to prepare a complete contract package. 2. Validates receipt of requested items by reviewing packing slips. 3. Enters data into automated tracking and reporting systems. 4. Maintains invoice reporting logs. 5. Resolves invoice problems in coordination with the purchasing agent or contracting officers. 6. Prepares, reformats and edits statements of work from multiple sources. 7. Provides information and assistance to program staff on a variety of procurement matters.	5-7 years and a. Experience with Federal acquisition and purchasing systems. b. Proficiency with MS Office Suite and database management.	Associate's in Finance, accounting, contract management
Procurement Technician	4	1. Assists in the preparation and verification of contracts and associated documentation to prepare a complete contract package. 2. Validates receipt of requested items by reviewing packing slips. 3. Enters data into automated tracking and reporting systems. 4. Maintains invoice reporting logs. 5. Resolves invoice problems in coordination with the purchasing agent or contracting officers. 6. Prepares, reformats and edits statements of work from multiple sources. 7. Provides information and assistance to program staff on a variety of procurement matters. 8. Performs quality assurance on data related to procurements.	8-10 years and a. Experience with Federal acquisition and purchasing systems. b. Proficiency with MS Office Suite and database management.	Associate's in Finance, accounting, contract management

Procurement Technician	5	1. Assists in the preparation and verification of contracts and associated documentation to prepare a complete contract package. 2. Validates receipt of requested items by reviewing packing slips. 3. Enters data into automated tracking and reporting systems. 4. Maintains invoice reporting logs. 5. Resolves invoice problems in coordination with the purchasing agent or contracting officers. 6. Prepares, reformats and edits statements of work from multiple sources. 7. Provides information and assistance to program staff on a variety of procurement matters. 8. Performs quality assurance on data related to procurements.	11-13 years and a. Experience with Federal acquisition and purchasing systems. b. Proficiency with MS Office Suite and database management.	Associate's in Related field
Program Analyst	1	1. Provide Technical knowledge and support in developing and evaluating the fellowship program, establishing process and procedures and maintaining files. 2. Produces various detailed reports for use by upper management.	1-2 years and a. Experience in a related field. b. Demonstrates strong analytical skills. c. Demonstrates knowledge of MS Office Suite.	Bachelor's in Related discipline
Program Analyst	2	1. Evaluate, develop, and implement the fellowship program, including the maintenance of files and documents; assess process and procedures and recommend improvements where needed. 2. Produces various detailed reports for use by upper management. 3. Analyze, develops and implements new recruiting processes and a variety of training programs.	3-4 years and a. Experience in a related field. b. Demonstrates strong analytical skills. c. Demonstrates knowledge of MS Office Suite.	Bachelor's in Related discipline
Program Analyst	3	1. Evaluate, develop, and implement the fellowship program, including the maintenance of files and documents; assess process and procedures and recommend improvements where needed. 2. Produces various detailed reports for use by upper management. 3. Develops and implements new recruiting processes. 4. Evaluates the effectiveness of the program to ensure it is meeting the organization's overall objectives. 5. Promotes fellowship program to educational institutions, universities and candidates. 6. Conducts meetings and trains staff on various aspects of the fellowship program.	5-7 years and a. Experience in a related field. b. Demonstrates strong analytical skills. c. Demonstrates knowledge of MS Office Suite.	Bachelor's in Related discipline
Project Manager	1	1. Develops project management documentation. 2. Monitors and reports progress to project owners. 3. Conducts project analysis and reports to upper management. 4. Develops and tracks project budgets.	1-2 years and a. Experience in related field supporting a variety of projects. b. Proficiency with MS Office Suite and project management software, to include MS Project. c. Strong oral and written communication skills. d. Knowledge of principles and methods of cost-benefit analysis.	Bachelor's in a Related Field
Project Manager	2	1. Develops project management documentation. 2. Monitors and reports progress to project owners. 3. Conducts project analysis and reports to upper management. 4. Develops and tracks project budgets. 5. Researches project management best practices and new industry standards.	3-4 years and a. Experience in related field supporting a variety of projects. b. Proficiency with MS Office Suite and project management software, to include MS Project. c. Strong oral and written communication skills. d. Knowledge of methods, metrics, tools, and techniques of business process reengineering. e. Knowledge of principles and methods of cost-benefit analysis.	Bachelor's in a Related Field
Project Manager	3	1. Develops project management documentation. 2. Monitors and reports progress to project owners. 3. Conducts project analysis and reports to upper management. 4. Develops and tracks project budgets. 5. Researches project management best practices and new industry standards. 6. Provides subject matter expertise and support to other project managers.	5-7 years and a. Experience in related field supporting a variety of projects. b. Proficiency with MS Office Suite and project management software, to include MS Project. c. Strong oral and written communication skills. d. Knowledge of methods, metrics, tools, and techniques of business process reengineering. e. Knowledge of principles and methods of cost-benefit analysis.	Bachelor's in a Related Field
Project Manager	4	1. Develops project management documentation. 2. Monitors and reports progress to project owners. 3. Conducts project analysis and reports to upper management. 4. Develops and tracks project budgets. 5. Researches project management best practices and new industry standards. 6. Provides subject matter expertise and support to other project managers.	8-10 years and a. Experience in related field supporting a variety of projects. b. Proficiency with MS Office Suite and project management software, to include MS Project. c. Strong oral and written communication skills. d. Knowledge of methods, metrics, tools, and techniques of business process reengineering. e. Knowledge of principles and methods of cost-benefit analysis.	Bachelor's in a Related Field
Project Manager	5	1. Develops project management documentation. 2. Monitors and reports progress to project owners. 3. Conducts project analysis and reports to upper management. 4. Develops and tracks project budgets. 5. Researches project management best practices and new industry standards. 6. Provides subject matter expertise and support to other project managers.	11-13 years and a. Experience in related field supporting a variety of projects. b. Proficiency with MS Office Suite and project management software, to include MS Project. c. Strong oral and written communication skills. d. Knowledge of methods, metrics, tools, and techniques of business process reengineering. e. Knowledge of principles and methods of cost-benefit analysis.	Bachelor's in a Related Field
Project Manager	6	1. Develops project management documentation. 2. Monitors and reports progress to project owners. 3. Conducts project analysis and reports to upper management. 4. Develops and tracks project budgets. 5. Researches project management best practices and new industry standards. 6. Provides subject matter expertise and support to other project managers. 7. Develops overarching program and project management standards to ensure consistency and quality.	14-16 years and a. Experience in related field supporting a variety of projects. b. Proficiency with MS Office Suite and project management software, to include MS Project. c. Strong oral and written communication skills. d. Knowledge of methods, metrics, tools, and techniques of business process reengineering. e. Knowledge of principles and methods of cost-benefit analysis.	Bachelor's in a Related Field
Project Manager	7	1. Reviews and evaluates project management documentation. 2. Reviews and evaluates progress to project owners. 3. Conducts project analysis and reports to upper management. 4. Reviews and evaluates project budgets. 5. Reviews and evaluates project management best practices and new industry standards. 6. Provides subject matter expertise and support to other project managers. 7. Develops overarching program and project management standards to ensure consistency and quality. 8. Acts as a liaison with other agencies and organizations when necessary for project completion.	17-19 years and a. Experience in related field supporting a variety of projects. b. Proficiency with MS Office Suite and project management software, to include MS Project. c. Strong oral and written communication skills. d. Knowledge of methods, metrics, tools, and techniques of business process reengineering. e. Knowledge of principles and methods of cost-benefit analysis.	Bachelor's in a Related Field
Property Accountability Manager	1	1. Works with property technician on documenting new and lost inventory. 2. Establishes and maintains all records related to inventory control. 3. Maintains inventory control spreadsheets. 4. Provides summaries and reports for use in analysis and management decisions. 5. Provides summary reports of property disposition, procurement orders and other related information. 6. Performs vendor and product research as necessary. 7. Coordinates all property transactions and generates and maintains all property passes.	8-10 years and a. Experience in inventory and property control management. b. Excellent computer skills with knowledge of inventory systems and databases and proficiency with MS Office Suite. c. Procurement experience. d. Excellent oral and written communication skills.	Bachelor's in Business, accounting
Property Accountability Manager	2	1. Works with property technician on documenting new and lost inventory. 2. Establishes and maintains all records related to inventory control. 3. Maintains inventory control spreadsheets. 4. Provides summaries and reports for use in analysis and management decisions. 5. Provides summary reports of property disposition, procurement orders and other related information. 6. Performs vendor and product research as necessary. 7. Coordinates all property transactions and generates and maintains all property passes. 8. Provides input for property procedure protocols.	11-13 years and a. Experience in inventory and property control management. b. Excellent computer skills with knowledge of inventory systems and databases and proficiency with MS Office Suite. c. Procurement experience. d. Excellent oral and written communication skills.	Bachelor's in Business, accounting
Property Technician	1	1. Assists in the process of decaling new accountable and non-accountable property. 2. Ensures that all property transactions are accurately entered into the Property Management Information System (PMIS) and substantiating documents are created and maintained. 3. Reviews PMIS and other databases to research missing items, misclassified documents, inappropriate entries, etc., and takes corrective action. 4. Creates and maintains periodic reports that cover procurement, acquisition, utilization, value and disposition of government property.	1-2 years and a. Experience recording information and entering data in related field. b. Proficiency with MS Office Suite. c. Interpersonal skills.	Associate's in Business or public administration, accounting
Property Technician	2	1. Assists in the process of decaling new accountable and non-accountable property. 2. Ensures that all property transactions are accurately entered into the Property Management Information System (PMIS) and substantiating documents are created and maintained. 3. Reviews PMIS and other databases to research missing items, misclassified documents, inappropriate entries, etc., and takes corrective action. 4. Creates and maintains periodic reports that cover procurement, acquisition, utilization, value and disposition of government property. 5. Assists with advising and training staff to ensure that government property policies and responsibilities are being followed.	3-4 years and a. Experience recording information and entering data in related field. b. Proficiency with MS Office Suite. c. Interpersonal skills.	Associate's in Business or public administration, accounting
Property Technician	3	1. Assists in the process of decaling new accountable and non-accountable property. 2. Ensures that all property transactions are accurately entered into the Property Management Information System (PMIS) and substantiating documents are created and maintained. 3. Reviews PMIS and other databases to research missing items, misclassified documents, inappropriate entries, etc., and takes corrective action. 4. Creates and maintains periodic reports that cover procurement, acquisition, utilization, value and disposition of government property. 5. Advises and trains staff to ensure that government property policies and responsibilities are being followed. 6. Reviews lost and found property and provides reports to the property manager.	5-7 years and a. Experience recording information and entering data in related field. b. Proficiency with MS Office Suite. c. Interpersonal skills.	Associate's in Business or public administration, accounting

Regulatory Affairs Specialist	1	1. Assists researchers and medical staffs prepare clinical trial, pharmaceutical and medical device regulatory documentation. 2. Develop and maintain internal regulatory and compliance library for reference by research and medical staffs. 3. Serves as subject matter expert on regulatory and compliance issues and assists researchers and medical staff track compliance. 4. Contributes to development and maintenance of clinic and program policies, standard operating procedures and guidelines. 5. Designs and coordinates internal compliance reviews.	5-7 years and a. Expertise in clinical trial, and pharmaceutical and medical device testing. b. Expertise in healthcare regulatory affairs. c. Proficiency with MS Office Suite.	Master's in Life science, clinical research
Research Analyst	1	1. Provides technical experience needed to assist in analyzing scientific and technical research projects. 2. Prepares various reports and presentations detailing analyses of data. 3. Performs basic research of various forms of scientific and technical literature and prepares summaries and in-depth reviews. 4. Coordinates with staff in order to communicate research progress and results. 5. Recommend changes and improvements in research processes and procedures.	1-2 years and a. Experience conducting scientific or technical research. b. Demonstrates knowledge of basic research methods, strategies and software applications and systems. c. Proficiency with MS Office Suite.	Bachelor's in Biology, life sciences or related discipline
Research Analyst	2	1. Provides technical experience needed to assist in analyzing scientific and technical research projects. 2. Prepares various reports and presentations detailing analyses of data. 3. Performs basic research of various forms of scientific and technical literature and prepares summaries and in-depth reviews. 4. Coordinates with staff in order to communicate research progress and results. 5. Recommend changes and improvements in research processes and procedures.	3-4 years and a. Experience conducting scientific or technical research. b. Demonstrates knowledge of basic research methods, strategies and software applications and systems. c. Proficiency with MS Office Suite.	Bachelor's in Biology, life sciences or related discipline
Research Analyst	3	1. Provides technical experience needed to assist in analyzing scientific and technical research projects. 2. Prepares various reports and presentations detailing analyses of data. 3. Performs basic research of various forms of scientific and technical literature and prepares summaries and in-depth reviews. 4. Coordinates with staff in order to communicate research progress and results. 5. Recommend changes and improvements in research processes and procedures.	5-7 years and a. Experience conducting scientific or technical research. b. Demonstrates knowledge of basic research methods, strategies and software applications and systems. c. Proficiency with MS Office Suite.	Bachelor's in Biology, life sciences or related discipline
Research Analyst	4	1. Provides technical experience needed to assist in analyzing scientific and technical research projects. 2. Prepares various reports and presentations detailing analyses of data. 3. Performs basic research of various forms of scientific and technical literature and prepares summaries and in-depth reviews. 4. Coordinates with staff in order to communicate research progress and results. 5. Recommend changes and improvements in research processes and procedures.	8-10 years and a. Experience conducting scientific or technical research. b. Demonstrates knowledge of basic research methods, strategies and software applications and systems. c. Proficiency with MS Office Suite.	Bachelor's in Biology, life sciences or related discipline
Researcher	1	1. Performs laboratory experiments in support of research programs and projects. 2. Maintains clear and accurate records of laboratory work in defined notebooks and converts those records to electronic records as appropriate. 3. Operates a variety of laboratory equipment. 4. Performs quality control of the laboratory including upkeep and routine maintenance of equipment. 5. Orders and maintains laboratory supplies, including chemicals, biological materials, liquid nitrogen, etc. 6. Attends and/or presents data at laboratory meetings and one national scientific meeting.	3-4 years and a. Experience conducting scientific research. b. Proficiency with MS Office Suite. c. Demonstrates expertise in basic scientific principles, concepts, and theories.	Bachelor's in Biology, life science
Researcher	2	1. Develops laboratory experiments in support of research programs and projects. 2. Maintains clear and accurate records of laboratory work in defined notebooks and converts those records to electronic records as appropriate. 3. Operates a variety of laboratory equipment. 4. Coordinates quality control of the laboratory including upkeep and routine maintenance of equipment. 5. Reviews orders and maintains laboratory supplies, including chemicals, biological materials, liquid nitrogen, etc. 6. Attends and/or presents data at laboratory meetings and one national scientific meeting. 7. Develops strategies with supervisor and other laboratory personnel to plan subsequent experiments.	5-7 years and a. Experience conducting scientific research. b. Proficiency with MS Office Suite. c. Demonstrates expertise in basic scientific principles, concepts, and theories.	Bachelor's in Biology, life science
Researcher	3	1. Develops laboratory experiments in support of research programs and projects. 2. Maintains clear and accurate records of laboratory work in defined notebooks and converts those records to electronic records as appropriate. 3. Operates a variety of laboratory equipment. 4. Coordinates quality control of the laboratory including upkeep and routine maintenance of equipment. 5. Reviews orders and maintains laboratory supplies, including chemicals, biological materials, liquid nitrogen, etc. 6. Evaluates and interprets computer analysis of research data and prepares data for publication. 7. Attends and/or presents data at laboratory meetings and one national scientific meeting. 8. Develops strategies with supervisor and other laboratory personnel to plan subsequent experiments. 9. Trains staff in specialized laboratory techniques, procedures and laboratory safety.	8-10 years and a. Experience conducting scientific research. b. Proficiency with MS Office Suite. c. Demonstrates expertise in basic scientific principles, concepts, and theories.	Bachelor's in Biology, life science
Robotics Engineer	1	1. Designs and builds robotic solutions to enable and enhance clinical healthcare and medical procedures. 2. Monitors and maintains robotic prototypes and systems. 3. Develops and gains approval for robotics designs. 4. Researches advances in robotics engineering and identifies applications to medical and surgical procedures.	5-7 years and a. Expertise in designing and building medical robotic instruments. b. Expertise designing with SolidWorks/ProE and CAD systems. c. Proficiency with MS Office Suite.	Master's in Mechanical or robotics engineering
Scientific Policy Analyst	1	1. Analyzes complex scientific variables used to prepare various reports that impact the planning and outcome of the research program. 2. Collects, analyzes and assimilates data to provide a rational basis for research, health, and social policy and program decisions relating to ethical, legal and social implications. 3. Advises management about public policy issues and provides recommendations for appropriate action. 4. Attends various staff and scientific meetings providing reports as requested.	3-4 years and a. Experience assessing and developing policy. b. Proficiency with MS Office Suite. c. Demonstrates experience performing skilled data analysis.	Master's in Science related field Biology, life science
Scientific Policy Analyst	2	1. Analyzes complex scientific variables used to prepare various reports that impact the planning and outcome of the research program. 2. Collects, analyzes and assimilates data to provide a rational basis for research, health, and social policy and program decisions relating to ethical, legal and social implications. 3. Provides expert guidance to management about public policy issues and provides recommendations for appropriate action. 4. Attends various staff and scientific meetings providing reports as requested. 5. Coordinates the daily workload of junior staff. 6. Plans and presents at meetings regarding current and new initiatives.	5-7 years and a. Experience assessing and developing policy. b. Proficiency with MS Office Suite. c. Demonstrates experience performing skilled data analysis.	Master's in Science related field Biology, life science
Scientific Program Analyst	1	1. Researches and evaluates the operation of the organization's scientific programs. 2. Researches, interprets and summarizes background materials from a variety of scientific sources. 3. Compiles data and creates and prepares graphs, slides and presentations. 4. Performs logistical planning of various scientific meetings, lectures, workshops. 5. Plans, organizes and participates at a senior level in technical meetings and consultations. 6. Reviews and evaluates the performance of the organization.	1-2 years and a. Experience in biology or other scientific field. b. Proficiency with MS Office Suite. c. Experience conducting scientific research.	Master's in Biology, life science or other related discipline
Scientific Program Analyst	2	1. Researches and evaluates the operation of the organization's scientific programs. 2. Researches, interprets and summarizes background materials from a variety of scientific sources. 3. Compiles data and creates and prepares graphs, slides and presentations. 4. Performs logistical planning of various scientific meetings, lectures, workshops. 5. Plans, organizes and participates at a senior level in technical meetings and consultations. 6. Reviews and evaluates the performance of the organization.	3-4 years and a. Experience in biology or other scientific field. b. Proficiency with MS Office Suite. c. Experience conducting scientific research.	Master's in Biology, life science or other related discipline
Scientific Program Analyst	3	1. Researches and evaluates the operation of the organization's scientific programs. 2. Researches, interprets and summarizes background materials from a variety of scientific sources. 3. Compiles data and creates and prepares graphs, slides and presentations. 4. Performs logistical planning of various scientific meetings, lectures, workshops. 5. Plans, organizes and participates at a senior level in technical meetings and consultations. 6. Reviews and evaluates the performance of the organization. 7. Analyzes existing scientific programs and makes recommendations for improvement.	5-7 years and a. Experience in biology or other scientific field. b. Proficiency with MS Office Suite. c. Experience conducting scientific research.	Master's in Biology, life science or other related discipline
Scientific Program Analyst	4	1. Researches and evaluates the operation of the organization's scientific programs. 2. Researches, interprets and summarizes background materials from a variety of scientific sources. 3. Compiles data and creates and prepares graphs, slides and presentations. 4. Performs logistical planning of various scientific meetings, lectures, workshops. 5. Plans, organizes and participates at a senior level in technical meetings and consultations. 6. Reviews and evaluates the performance of the organization. 7. Analyzes existing scientific programs and makes recommendations for improvement. 8. Develops and prepares various scientific reports.	8-10 years and a. Experience in biology or other scientific field. b. Proficiency with MS Office Suite. c. Experience conducting scientific research.	Master's in Biology, life science or other related discipline
Scientific Program Analyst	5	1. Researches and evaluates the operation of the organization's scientific programs. 2. Researches, interprets and summarizes background materials from a variety of scientific sources. 3. Compiles data and creates and prepares graphs, slides and presentations. 4. Performs logistical planning of various scientific meetings, lectures, workshops. 5. Plans, organizes and participates at a senior level in technical meetings and consultations. 6. Reviews and evaluates the performance of the organization. 7. Analyzes existing scientific programs and makes recommendations for improvement. 8. Develops and prepares various scientific reports. 9. Develops and implements new scientific programs in order to fulfill organizational goals and objectives. 9. Develops and maintains clinical database.	11-13 years and a. Experience in biology or other scientific field. b. Proficiency with MS Office Suite. c. Experience conducting scientific research.	Master's in Biology, life science or other related discipline

Scientific Program Manager	1	1. Develops and assists staff implement policies and procedures related to the organization's scientific programs. 2. Collects, analyzes and creates scientific program information. 3. Coordinates workshops and reports their outcomes. 4. Evaluates current scientific programs and determines if changes need to be made. 5. Assists with analyzing current scientific programs and developing and proposing new initiatives.	3-4 years and a. Experience in biology or other related field. b. Experience managing programs. c. Proficiency with MS Office Suite	Master's in Biology, life sciences
Scientific Program Manager	2	1. Develops and assists staff implement policies and procedures related to the organization's scientific programs. 2. Collects, analyzes and creates scientific program information. 3. Coordinates workshops and reports their outcomes. 4. Evaluates current scientific programs and determines if changes need to be made. 5. Assists with analyzing current scientific programs and developing and proposing new initiatives. 6. Collaborates with management and prepares reports to keep them updated on new and ongoing programs and activities.	5-7 years and a. Experience in biology or other related field. b. Experience managing programs. c. Proficiency with MS Office Suite	Master's in Biology, life sciences
Scientific Program Manager	3	1. Develops and assists staff implement policies and procedures related to the organization's scientific programs. 2. Collects, analyzes and creates scientific program information. 3. Coordinates workshops and reports their outcomes. 4. Evaluates current scientific programs and determines if changes need to be made. 5. Assists with analyzing current scientific programs and developing and proposing new initiatives. 6. Collaborates with management and prepares reports to keep them updated on new and ongoing programs and activities. 7. Coordinates staff responsible for developing, installing and maintaining scientific programs. 8. Analyzes current policies and procedures and suggests and develops improvements.	8-10 years and a. Experience in biology or other related field. b. Experience managing programs. c. Proficiency with MS Office Suite	Master's in Biology, life sciences
Scientific Program Manager	4	1. Develops and assists staff implement policies and procedures related to the organization's scientific programs. 2. Collects, analyzes and creates scientific program information. 3. Coordinates workshops and reports their outcomes. 4. Evaluates current scientific programs and determines if changes need to be made. 5. Assists with analyzing current scientific programs and developing and proposing new initiatives. 6. Collaborates with management and prepares reports to keep them updated on new and ongoing programs and activities. 7. Coordinates staff responsible for developing, installing and maintaining scientific programs. 8. Analyzes current policies and procedures and suggests and develops improvements. 9. Assists in preparing and developing future strategic plans.	11-13 years and a. Experience in biology or other related field. b. Experience managing programs. c. Proficiency with MS Office Suite	Master's in Biology, life sciences
Scientific Program Manager	5	1. Develops and assists staff implement policies and procedures related to the organization's scientific programs. 2. Collects, analyzes and creates scientific program information. 3. Coordinates workshops and reports their outcomes. 4. Evaluates current scientific programs and determines if changes need to be made. 5. Assists with analyzing current scientific programs and developing and proposing new initiatives. 6. Collaborates with management and prepares reports to keep them updated on new and ongoing programs and activities. 7. Coordinates staff responsible for developing, installing and maintaining scientific programs. 8. Analyzes current policies and procedures and suggests and develops improvements. 9. Assists in preparing and developing future strategic plans. 10. Prepares and provides educational materials to staff. 11. Works closely with management to develop new initiatives that further scientific research.	14-16 years and a. Experience in biology or other related field. b. Experience managing programs. c. Proficiency with MS Office Suite	Master's in Biology, life sciences
Scientific Program Manager	6	1. Develops and assists staff implement policies and procedures related to the organization's scientific programs. 2. Collects, analyzes and creates scientific program information. 3. Coordinates workshops and reports their outcomes. 4. Evaluates current scientific programs and determines if changes need to be made. 5. Assists with analyzing current scientific programs and developing and proposing new initiatives. 6. Collaborates with management and prepares reports to keep them updated on new and ongoing programs and activities. 7. Coordinates staff responsible for developing, installing and maintaining scientific programs. 8. Analyzes current policies and procedures and suggests and develops improvements. 9. Assists in preparing and developing future strategic plans. 10. Prepares and provides educational materials to staff. 11. Works closely with management to develop new initiatives that further scientific research. 12. Uses scientific expertise to review grant proposals and interacts with potential grantees to obtain additional information.	17-19 years and a. Experience in biology or other related field. b. Experience managing programs. c. Proficiency with MS Office Suite	Master's in Biology, life sciences
Scientific Reviewer	1	1. Performs administrative review of research grant applications. 2. Identifies specific areas of expertise for peer review panel, searches databases and resources and prepares lists of potential reviewers. 3. Prepares preliminary drafts of summary statements. 4. Validates and enters information into databases. 5. Identifies involved persons who must be on a conflict of interest list and identifies deficiencies which must be addressed prior to review.	3-4 years and a. Experience conducting scientific peer review. b. Extensive scientific knowledge and research experience. c. Excellent scientific communication skills, both oral and written.	PhD in Biomedical, biology or life sciences or related field
Scientific Reviewer	2	1. Performs administrative review of research grant applications. 2. Identifies specific areas of expertise for peer review panel, searches databases and resources and prepares lists of potential reviewers. 3. Prepares preliminary drafts of summary statements. 4. Validates and enters information into databases. 5. Identifies involved persons who must be on a conflict of interest list and identifies deficiencies which must be addressed prior to review. 6. Attends peer review meetings to take notes for use when preparing final summary of documentation of meeting proceedings.	5-7 years and a. Experience conducting scientific peer review. b. Extensive scientific knowledge and research experience. c. Excellent scientific communication skills, both oral and written.	PhD in Biomedical, biology or life sciences or related field
Scientific Reviewer	3	1. Performs administrative review of research grant applications. 2. Identifies specific areas of expertise for peer review panel, searches databases and resources and prepares lists of potential reviewers. 3. Prepares preliminary drafts of summary statements. 4. Validates and enters information into databases. 5. Identifies involved persons who must be on a conflict of interest list and identifies deficiencies which must be addressed prior to review. 6. Attends peer review meetings to take notes for use when preparing final summary of documentation of meeting proceedings. 7. Obtains written critiques from reviewers.	8-10 years and a. Experience conducting scientific peer review. b. Extensive scientific knowledge and research experience. c. Excellent scientific communication skills, both oral and written.	PhD in Biomedical, biology or life sciences or related field
Scientific Reviewer	4	1. Performs administrative review of research grant applications. 2. Identifies specific areas of expertise for peer review panel, searches databases and resources and prepares lists of potential reviewers. 3. Prepares preliminary drafts of summary statements. 4. Validates and enters information into databases. 5. Identifies involved persons who must be on a conflict of interest list and identifies deficiencies which must be addressed prior to review. 6. Attends peer review meetings to take notes for use when preparing final summary of documentation of meeting proceedings. 7. Obtains written critiques from reviewers. 8. Evaluates incoming reviews for completeness and accuracy.	11-13 years and a. Experience conducting scientific peer review. b. Extensive scientific knowledge and research experience. c. Excellent scientific communication skills, both oral and written.	PhD in Biomedical, biology or life sciences or related field
Scientific Reviewer	5	1. Performs administrative review of research grant applications. 2. Identifies specific areas of expertise for peer review panel, searches databases and resources and prepares lists of potential reviewers. 3. Prepares preliminary drafts of summary statements. 4. Validates and enters information into databases. 5. Identifies involved persons who must be on a conflict of interest list and identifies deficiencies which must be addressed prior to review. 6. Attends peer review meetings to take notes for use when preparing final summary of documentation of meeting proceedings. 7. Obtains written critiques from reviewers. 8. Evaluates incoming reviews for completeness and accuracy. 9. Analyzes scientific content of grant applications.	14-16 years and a. Experience conducting scientific peer review. b. Extensive scientific knowledge and research experience. c. Excellent scientific communication skills, both oral and written.	PhD in Biomedical, biology or life sciences or related field
Scientific Reviewer	6	1. Performs administrative review of research grant applications. 2. Identifies specific areas of expertise for peer review panel, searches databases and resources and prepares lists of potential reviewers. 3. Prepares preliminary drafts of summary statements. 4. Validates and enters information into databases. 5. Identifies involved persons who must be on a conflict of interest list and identifies deficiencies which must be addressed prior to review. 6. Attends peer review meetings to take notes for use when preparing final summary of documentation of meeting proceedings. 7. Obtains written critiques from reviewers. 8. Evaluates incoming reviews for completeness and accuracy. 9. Analyzes scientific content of grant applications. 10. Mentors and trains staff on scientific peer review processes and procedures.	17-19 years and a. Experience conducting scientific peer review. b. Extensive scientific knowledge and research experience. c. Excellent scientific communication skills, both oral and written.	PhD in Biomedical, biology or life sciences or related field
Scientific Technical Writer	1	1. Prepares scientific and technical materials for publication. 2. Conducts advanced literature reviews and prepares reports, summaries and presentations on findings. 3. Creates and maintains databases of all research materials, literature reviews, and publications. 4. Develops and edits official program management reports, official correspondence and audit reports. 5. Provide scientific and technical writing expertise to assist researchers and staff prepare documentation. 6. Finalizes documents and prepares materials for publication.	5-7 years and a. Expertise writing and editing technical and scientific documents, reports and publications. b. Proficiency with MS Office Suite. c. Expertise communicating complex scientific ideas to the general public in clear, concise language. d. Exceptional interpersonal (oral and written) communication skills.	Master's in Biology, life science
Scientific Technical Writer	2	1. Prepares scientific and technical materials for publication. 2. Conducts advanced literature reviews and prepares reports, summaries and presentations on findings. 3. Creates and maintains databases of all research materials, literature reviews, and publications. 4. Develops and edits official program management reports, official correspondence and audit reports. 5. Provide scientific and technical writing expertise to assist researchers and staff prepare documentation. 6. Finalizes documents and prepares materials for publication. 7. Provides expert guidance, direction and support to executives in the development and distribution of scientific and technical written materials.	8-10 years and a. Expertise writing and editing technical and scientific documents, reports and publications. b. Proficiency with MS Office Suite. c. Expertise communicating complex scientific ideas to the general public in clear, concise language. d. Exceptional interpersonal (oral and written) communication skills.	Master's in Biology, life science
Scientific Technical Writer	3	1. Prepares scientific and technical materials for publication. 2. Conducts advanced literature reviews and prepares reports, summaries and presentations on findings. 3. Creates and maintains databases of all research materials, literature reviews, and publications. 4. Develops and edits official program management reports, official correspondence and audit reports. 5. Provide scientific and technical writing expertise to assist researchers and staff prepare documentation. 6. Finalizes documents and prepares materials for publication. 7. Provides expert guidance, direction and support to executives in the development and distribution of scientific and technical written materials. 8. Mentors, coaches and trains writers, editors and staff on scientific and technical writing and editing practices and procedures.	11-13 years and a. Expertise writing and editing technical and scientific documents, reports and publications. b. Proficiency with MS Office Suite. c. Expertise communicating complex scientific ideas to the general public in clear, concise language. d. Exceptional interpersonal (oral and written) communication skills.	Master's in Biology, life science
Scientist	1	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts.	1-2 years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field

Scientist	2	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts.	3-4 years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field
Scientist	3	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts.	5-7 years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field
Scientist	4	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts.	8-10 years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field
Scientist	5	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts. 6. Coordinates with junior staff to modify research protocols.	11-13 years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field
Scientist	6	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts. 6. Coordinates with junior staff to modify research protocols. 7. Presents research at national scientific meetings and symposia.	14-16 years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field
Scientist	7	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts. 6. Coordinates with junior staff to modify research protocols. 7. Presents research at national scientific meetings and symposia. 8. Provides interpretation of results, guidance, and scientific support to the management team.	17-19 years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field
Scientist	8	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts. 6. Coordinates with junior staff to modify research protocols. 7. Presents research at national scientific meetings and symposia. 8. Provides interpretation of results, guidance, and scientific support to the management team. 9. Mentors junior level scientists.	20+ years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field
Senior Advisor	1	1. Provides executive experience needed to conduct needs assessments and develop recommendations for improvements of current operations. 2. Collaborates with other professionals to develop recommendations for current and future initiatives. 3. Advises management and staff on formulation of new strategies and sensitive or complicated issues. 4. Works with staff to develop and implement new and proactive programs geared to specific audiences. 5. Conducts research and analysis to proactively address and respond to inquiries on various policies and issues.	11-13 years and a. Experience as director of a major program, division or operational unit. b. Advanced experience in strategy design and implementation. c. Expertise in MS Office Suite, and other related business analysis software and applications.	Master's in Business or public administration, management, or organizational development
Senior Advisor	2	1. Provides executive experience needed to conduct needs assessments and develop recommendations for improvements of current operations. 2. Collaborates with other professionals to develop recommendations for current and future initiatives. 3. Advises management and staff on formulation of new strategies and sensitive or complicated issues. 4. Works with staff to develop and implement new and proactive programs geared to specific audiences. 5. Conducts research and analysis to proactively address and respond to inquiries on various policies and issues. 6. Coordinates and advances professional development and research done by others in areas where other mechanisms may not be optimal due to time constraints or other issues.	14-16 years and a. Experience as director of a major program, division or operational unit. b. Advanced experience in strategy design and implementation. c. Expertise in MS Office Suite, and other related business analysis software and applications.	Master's in Business or public administration, management, or organizational development
Shipping and Receiving Clerk	1	1. Sorts, counts, packages, labels, insures and logs all shipping and receiving inventory. 2. Reviews shipping manifest, inspects packages, and verifies quantities received against invoices, packing slip and purchase orders. 3. Inspects shipments for damages and defects, records damages and notifies appropriate purchasing personnel. 4. Assists primary shipping and receiving clerk(s) in the receiving and delivery of all incoming and outgoing shipments in accordance with all appropriate guidelines and procedures and enters supply items into inventory system. 5. Maintains a clean and orderly shipping and receiving work area.	1-2 years and a. Experience in shipping and receiving or a related field. b. Demonstrates knowledge of MS Office Suite.	High School
Shuttle Driver	1	1. Transport clients, trainees and company personnel to appropriate destination according to assigned daily schedule, and assists loading and unloading passengers and their baggage into and out of vehicle. 2. Operates radio or similar device to communicate with base station as well as other vehicles. 3. Picks up and delivers mail, parcels, small equipment, and samples as directed. 4. Cleans and services government vehicles, performing preventative maintenance, routine care and reports disruption of service. 5. Operates vehicles in accordance with local, state and federal laws and regulations and standard operating procedures.	1-2 years and a. Commercial driving experience transporting passengers. b. Experience performing maintenance of Class B or C vehicles and their related equipment. c. Demonstrates ability to communicate effectively with various types of people. d. Demonstrates excellent customer service skills.	High School
Shuttle Driver	2	1. Transport clients, trainees and company personnel to appropriate destination according to assigned daily schedule, and assists loading and unloading passengers and their baggage into and out of vehicle. 2. Operates radio or similar device to communicate with base station as well as other vehicles. 3. Picks up and delivers mail, parcels, small equipment, and samples as directed. 4. Cleans and services government vehicles, performing preventative maintenance, routine care and reports disruption of service. 5. Operates vehicles in accordance with local, state and federal laws and regulations and standard operating procedures.	3-4 years and a. Commercial driving experience transporting passengers. b. Experience performing maintenance of Class B or C vehicles and their related equipment. c. Demonstrates ability to communicate effectively with various types of people. d. Demonstrates excellent customer service skills.	High School
Shuttle Driver	3	1. Transport clients, trainees and company personnel to appropriate destination according to assigned daily schedule, and assists loading and unloading passengers and their baggage into and out of vehicle. 2. Operates radio or similar device to communicate with base station as well as other vehicles. 3. Picks up and delivers mail, parcels, small equipment, and samples as directed. 4. Cleans and services government vehicles, performing preventative maintenance, routine care and reports disruption of service. 5. Operates vehicles in accordance with local, state and federal laws and regulations and standard operating procedures.	5-7 years and a. Commercial driving experience transporting passengers. b. Experience performing maintenance of Class B or C vehicles and their related equipment. c. Demonstrates ability to communicate effectively with various types of people. d. Demonstrates excellent customer service skills.	High School
Statistician	1	1. Performs experimental investigations and similar research projects utilizing extensive applications of mathematical and statistical methodologies. 2. Develops original computer code and programs for the application of new mathematical and statistical theories for the solution of proposed problems related to various scientific studies. 3. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical databases. 4. Enters and verifies data fields and data dictionaries. 5. Collects and analyzes mathematical data and performs descriptive and missing data analyses.	1-2 years and a. Experience in scientific field. b. Proficiency with MS Office Suite. c. Experience with Matlab. d. Knowledge of mathematical and statistical theory in scientific applications. e. Experience with SAS, SPSS and other statistical software packages.	Master's in Statistics, data science, mathematics
Statistician	2	1. Performs experimental investigations and similar research projects utilizing extensive applications of mathematical and statistical methodologies. 2. Develops original computer code and programs for the application of new mathematical and statistical theories for the solution of proposed problems related to various scientific studies. 3. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical databases. 4. Enters and verifies data fields and data dictionaries. 5. Collects and analyzes mathematical data and performs descriptive and missing data analyses. 6. Tracks and documents all modifications, errors and changes to all databases and decisions.	3-4 years and a. Experience in scientific field. b. Proficiency with MS Office Suite. c. Experience with Matlab. d. Advanced knowledge of mathematical and statistical theory in scientific applications. e. Experience with SAS, SPSS and other statistical software packages.	Master's in Statistics, data science, mathematics
Statistician	3	1. Performs experimental investigations and similar research projects utilizing extensive applications of mathematical and statistical methodologies. 2. Develops original computer code and programs for the application of new mathematical and statistical theories for the solution of proposed problems related to various scientific studies. 3. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical databases. 4. Enters and verifies data fields and data dictionaries. 5. Collects and analyzes mathematical data and performs descriptive and missing data analyses. 6. Tracks and documents all modifications, errors and changes to all databases and decisions.	5-7 years and a. Experience in scientific field. b. Proficiency with MS Office Suite. c. Expertise with Matlab. d. Advanced knowledge of mathematical and statistical theory in scientific applications. e. Expertise with SAS, SPSS and other statistical software packages.	Master's in Statistics, data science, mathematics

Statistician	4	1. Performs experimental investigations and similar research projects utilizing extensive applications of mathematical and statistical methodologies. 2. Develops original computer code and programs for the application of new mathematical and statistical theories for the solution of proposed problems related to various scientific studies. 3. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical databases. 4. Enters and verifies data fields and data dictionaries. 5. Collects and analyzes mathematical data and performs descriptive and missing data analyses. 6. Tracks and documents all modifications, errors and changes to all databases and decisions. 7. Develops and coordinates the training program for staff in statistical and mathematical analysis.	8-10 years and a. Experience in scientific field. b. Proficiency with MS Office Suite. c. Expertise with Matlab. d. Advanced knowledge of mathematical and statistical theory in scientific applications. e. Expertise with SAS, SPSS and other statistical software packages.	Master's in Statistics, data science, mathematics
Statistician	5	1. Performs experimental investigations and similar research projects utilizing extensive applications of mathematical and statistical methodologies. 2. Develops original computer code and programs for the application of new mathematical and statistical theories for the solution of proposed problems related to various scientific studies. 3. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical databases. 4. Enters and verifies data fields and data dictionaries. 5. Collects and analyzes mathematical data and performs descriptive and missing data analyses. 6. Tracks and documents all modifications, errors and changes to all databases and decisions. 7. Develops and coordinates the training program for staff in statistical and mathematical analysis.	11-13 years and a. Experience in scientific field. b. Proficiency with MS Office Suite. c. Expertise with Matlab. d. Advanced knowledge of mathematical and statistical theory in scientific applications. e. Expertise with SAS, SPSS and other statistical software packages.	Master's in Statistics, data science, mathematics
Ultrasound Technician	1	1. Schedules and coordinates testing, operates ultrasound equipment and prepares and maintains operational log. 2. Calibrates and maintains ultrasound equipment. 3. Explains imaging procedures to patients and healthcare providers.	3-4 years and a. Experience operating and maintaining ultrasound equipment. b. Experience coordinating patient schedules. c. Proficiency with MS Office Suite.	Accredited Diagnostic Medical Sonography Associate's Program and REQ: ARDMS [Registered Diagnostic Medical Sonographer]
Ultrasound Technician	2	1. Schedules and coordinates testing, operates ultrasound equipment and prepares and maintains operational log. 2. Calibrates and maintains ultrasound equipment. 3. Explains imaging procedure to patients and healthcare providers. 4. Assists with developing budgets for ultrasound equipment and facilities.	5-7 years and a. Experience operating and maintaining ultrasound equipment. b. Experience coordinating patient schedules. c. Proficiency with MS Office Suite.	Accredited Diagnostic Medical Sonography Associate's Program and REQ: ARDMS [Registered Diagnostic Medical Sonographer]
Ultrasound Technician	3	1. Schedules and coordinates testing, operates ultrasound equipment and prepares and maintains operational log. 2. Calibrates and maintains ultrasound equipment. 3. Explains imaging procedure to patients and healthcare providers. 4. Assists with developing budgets for ultrasound equipment and facilities. 5. Liaisons with and supports technicians, researchers and medical staff as needed.	8-10 years and a. Experience operating and maintaining ultrasound equipment. b. Experience coordinating patient schedules. c. Proficiency with MS Office Suite.	Accredited Diagnostic Medical Sonography Associate's Program and REQ: ARDMS [Registered Diagnostic Medical Sonographer]
Veterinarian	1	1. Provides routine medical care to research colonies. 2. Perform animal surgeries. 3. Maintains accurate records and updates databases. 4. Ensures facility compliance with federal, state, local and departmental laws, regulations and guidelines. 5. Participates in small animal and non-human primate experiments.	5-7 years and a. Expertise in designing and building medical robotic instruments. b. Expertise designing with SolidWorks/ProE and CAD systems. c. Proficiency with MS Office Suite.	DVM in Veterinary medicine