

JOB SUMMARY

Covalent Solutions (Covalent) is seeking **2** highly motivated and collaborative **Scientific Project Managers (1 senior and 1 junior)** to support the National Center for Advancing Translational Sciences (NCATS) within the National Institutes of Health (NIH) in its efforts to applying breakthrough translational science approaches to advance knowledge of emerging SARS-CoV-2 variants of concern, assess vaccine and therapeutic resistance, and monitor and interpret global efforts to characterize therapeutic implications of emerging variants. These positions will directly support NCATS' Division of Preclinical Innovation in tracking, coordinating, and implementing activities supporting the [NCATS OpenData Portal](#), a resource for scientists to openly and quickly share SARS-CoV-2/COVID-19-related data and experiments.

The ideal candidates for these positions will have extensive knowledge of virology, viral variants and therapeutic resistance, and assays/models used to assess antiviral/vaccine activity; have exceptional organizational, analytical, problem-solving, and communication skills; be able to coordinate and collaborate with multiple stakeholders and organizations in a matrixed environment; have experience in translational or data science; is adaptive and reflexive to changing operational needs; and demonstrated skills in project planning, execution, and management.

This is a full-time opportunity with Covalent on a one-year appointment with the possibility of extension. It will be conducted virtually or onsite in Rockville, Maryland, as appropriate.

DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Interact closely with the OpenData Portal team to ensure new SARS-CoV-2 variant data are integrated and visualized in an intuitive and usable manner.
- Support the tracking, extraction, curation, organization, and analysis of data on SARS-CoV-2 variants and therapeutics from the literature and external organizations. Coordinate with external organizations to facilitate data transfer.
- Work with NCATS informaticians to facilitate the curation and organization of internally generated SARS-CoV-2 biological data.
- Coordinate with NCATS project managers and scientists on research project status and planning.
- Coordinate event logistics for meetings, seminars, and briefings.
- Present summary updates to internal and external stakeholders when appropriate.
- Provide ongoing task management, including coordination of deliverables and monitoring resource allocation and use. Develop, manage, and track relevant performance measures. Advise on resources and process improvements to achieve targets and goals. Keep leadership informed of major changes or problems.

QUALIFICATIONS

Education

- Master's degree or higher in virology, molecular virology, infectious disease, microbiology, or related fields.

Work Experience

- Exceptional customer service, verbal, and written communication skills required, including the ability to effectively present information and respond to questions from collaborators and leadership.
- Strong analytic skills and attention to detail with demonstrated ability to write and give coherent reports and short analyses independently, on deadline, and in clear, simple language.
- Must demonstrate independence and overall responsibility for fast moving and complex projects.
- Experience with research or laboratory operations required.
- Understanding of translational science preferred.
- Project management experience preferred.
- NIH experience preferred.

COMPETENCIES

Professionalism:

- Ability to apply judgment to manage conflicting priorities and resources, driving work and results that are the highest value for the organization.
- Sharp eye for detail. Keep meticulous notes and be able to manage multiple projects in different phases of work at the same time. Context-switching does not bother you.
- Ability to identify issues, analyze and participate in the resolution of issues/problems.
- Motivated by professional rather than personal concerns.
- Show persistence when faced with difficult problems or challenges.
- Ability to stay calm under stress and uncertainty, influencing the same in your teammates.
- Naturally curious about things you don't understand and actively look for opportunities to grow and learn from those around you.

Communication:

- Actively participate in meetings and be willing to advocate for what you believe in. Provide thoughtful, constructive review of others' work, knowing that everyone is working towards the same objective.
- Superior written and verbal communication skills. You can always articulate the "why" behind your recommended backlog priorities.
- Listen to others, correctly interpret messages from others and respond appropriately.
- Ask questions to clarify, and exhibit interest in having two-way communication.
- Tailor language, tone, style and format to match the audience.
- Demonstrate openness in sharing information and keeping people informed.
- Speak intelligently about a wide variety of topics but know when to say, "I don't know."

Teamwork:

- Ability to form trust-based relationships quickly.
- Work collaboratively with colleagues to achieve organizational goals.
- Place team agenda before personal agenda.

- Support and act in accordance with the final group decision, even when such decisions may not entirely reflect your own position.
- Share credit for team accomplishments and accept joint responsibility for team shortcomings.

Accountability:

- Take ownership of all responsibilities and honor commitments.
- Deliver outputs for which you have responsibility within prescribed time, cost and quality standards.
- Operate in compliance with organizational regulations and rules.
- Take personal responsibility for your own shortcomings, where applicable.

If you are interested, please send your resume to jobs@covalentsolutions.com.