

## JOB SUMMARY

Covalent Solutions (Covalent) is seeking a mission driven, highly motivated and collaborative **Special Assistant** to support the *All of Us* Research Program at the National Institutes of Health (NIH). *All of Us* was established to accelerate health research and medical breakthroughs to enable an era of precision medicine for all. The program seeks to achieve this mission through building relationships with one million or more participant partners, delivering one of the the largest, richest biomedical dataset, and catalyzing a robust ecosystem of researchers eager to use the dataset to advance human health. By combining health-related information from a large pool of diverse participants, *All of Us* will reach the scale and scope necessary to enable research on a wide range of diseases and health topics.

The Special Assistant is charged with making their principal a better, faster, stronger, more effective leader by creating capacity for them to focus on the most important work. This person will also be responsible for ensuring the smooth operations of their principal's division, including scheduling, travel, purchasing, supporting staff meetings, and organizing documentation.

For the right individual, this unique role will serve as an unparalleled opportunity to learn firsthand what it takes to lead and manage a fast paced, big-thinking, mission-driven organization and to learn from, listen to, and support experts in the fields of health research, health communications, and marketing. An individual in this role will be exposed to a wide range of responsibilities and must have the ability to prioritize effectively, act quickly, maintain confidentiality, and bring others along.

This opportunity is full-time with Covalent and is based in Rockville, Maryland.

## **DUTIES AND RESPONSIBILITIES** include, but are not limited to:

### **Support Principal**

- Manage scheduling. Proactively identify conflicts.
- Monitor inbox, flag items for follow-up, and triage to other parties as needed.
- Assist in meeting preparation.
- Prepare draft slides.
- Work with staff to develop and manage tracking and reporting tools to monitor progress of portfolio.

### **Manage calendars for team**

- Schedule meetings; collaborate with meeting attendees and/or their representatives.
- Juggle multiple stakeholder calendars. Collaborate with counterparts in other divisions and organizations.
- Reserve onsite meeting space when needed.
- Set up virtual meetings via Zoom or Webex.
- Provide technical set-up of audio/visual equipment in conference rooms.

### **Inquiry response**

- Monitor Division inbox, triage as appropriate and draft responses.

### **Arrange travel**

- Gather travel preferences.
- Complete travel request forms.
- Provide options for itineraries.
- Develop justifications for travel requirements.
- Collaborate with travel planners to complete bookings.
- Process travel expense receipts for reimbursement.

### **Support staff meetings**

- Curate agendas.
- Ensure appropriate attendance based on agenda topics.
- Record and circulate action items and key decisions during staff meetings.

### **Knowledge management**

- Organize and maintain shared drive and Google Drive.
- Help track status of projects and initiatives.
- Maintain the division space on Confluence.

### **Purchasing**

- Purchase supplies/services/subscriptions, working as needed with the Office of Finance and Operations.

## **QUALIFICATIONS**

### **Education**

- BS or BA degree. Communications and outreach background is a nice-to-have, but not a requirement.

### **Work Experience**

- Minimum 3 years of experience working in a professional environment.
- Competent using Microsoft Office, Google Suite, cloud-based video conferencing platforms (e.g., Zoom, WebEx, Teams, Google Meet, etc.)
- Experience working with the following types of organizations is a nice-to-have:
  - Government and/or NIH
  - Large consortium

## **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:**

- Communicate fluently in English, written and spoken.
- Superior written and verbal communication skills.
- 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.

**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.

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