

JOB SUMMARY

Covalent Solutions (Covalent) is seeking a mission driven, highly motivated and collaborative **Scientific Data Resources Coordinator** to provide a broad spectrum of support to fulfill the NIH Office of Data Science Strategy's (ODSS) mission and programs. Support includes, but is not limited to producing products and documents related to:

- Participating in ongoing activities to develop certified reference materials.
- Relevant findings or discussions in meetings and conferences attended.
- Contributing to the drafting of formal internal reports to be used by ODSS in the development and oversight of programs related to data resources.

This opportunity is full-time with Covalent on site in Bethesda, Maryland.

BACKGROUND

The NIH Office of Data Science Strategy (ODSS): <https://datascience.nih.gov> (1) provides leadership for advancing NIH data science across the NIH extramural and intramural research programs; (2) leads and coordinates implementation of the [NIH Data Science Strategic Plan](#); (3) advises on the broad area encompassed by data science complementing existing investments in computational biology, bioinformatics, biostatistics, information science, medical informatics, and quantitative biology; (4) integrates existing data science efforts into a new data ecosystem and infrastructure to maximize the use of data generated by, and relevant to, NIH research, and promotes harmonization of data use throughout the NIH; (5) coordinates and collaborates with appropriate government agencies, international funders, and private organizations engaged in scientific data generation, management, and analysis; and (6) coordinates workforce development efforts to bring new data and computer science talent into the NIH and biomedical workforces.

DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Participate in working groups led by ODSS in areas of data, data repositories and knowledgebases and related activities. Participate also in working groups led by other Office of the Director organizations focused on data repositories, knowledgebases and related resources. Attend relevant community events including workshops and webinars.
- Perform work needed to stay abreast of current developments in the area of data repositories and knowledgebases including the intersections with workforce development and best practices in data management and sharing.
- Perform administrative management support for ODSS led working groups in data repositories and knowledgebases, including preparing minutes of meetings, preparing agendas, suggesting speakers, and working with others in ODSS to ensure sufficient logistic support.
- Develop and assist with the execution of plans for overseeing ODSS co-funded projects related to FAIR data and data repositories and knowledgebases including collecting research highlights, serving as the ODSS POC for cognizant program officers across NIH, and suggesting solutions to any issues that arise.
- Develop concepts for emerging programs in data resources using knowledge of the field combined with input from other subject matter experts across NIH. Share and present these concepts with ODSS management and relevant working groups.

- Develop, in coordination with others in the ODSS office, draft materials and documents that can be used to convey NIH activities in data resources to internal and external audiences including, for example, briefing materials for external engagements by ODSS senior management; material for the ODSS AI website; and responses to formal inquiries.
- Prepare and provide reports to NIH ODSS of all work products.

QUALIFICATIONS

Education

- Ph.D. or M.S. degree in a science, data science, informatics or related field

Work Experience

- Minimum of four (4) years of related experience.
- Expertise in data-driven biomedical research including familiarity with data resources landscape, data management and sharing practices as well as application of FAIR principles in biomedical research.
- Proficient communication skills to disseminate work and scientific findings in oral presentations, poster presentations, and/or peer-review manuscripts.
- Strong communication skills, both oral and written.
- Excellent analytical, organizational, and time management skills.

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 recommendations.
- 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.