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.

JOB SUMMARY

Covalent Solutions (Covalent) is seeking a mission driven, highly motivated and collaborative **Data Science Training Specialist** who will provide programmatic support in organizing, coordinating course materials, drafting announcements, and running codeathons, bootcamps, and other community engagement and training events under the direction of the ODSS Lead for these activities. Specific tasks include but are not limited to: attendance at organizing meetings in advance of activities listed above, adherence to established schedules for preparing and disseminating materials, drafting post-training reports, analyzing participants assessments/comments of training, and implementing outreach activities as directed by ODSS. Deliverables include those described above but are not limited to, organizing the events, setting up all technological components related to the events and running events.

This opportunity is full-time with Covalent and is remote with requirements to be onsite at events when needed.

DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Develop and run outreach and training events specific to data science. To support the office's growing efforts in data science training, workforce development, and outreach, the **Data Science Training Specialist** will support the planning, execution, and communications tasks for ODSS codeathons and training/outreach activities with multiple communities.
- Under the direction of the ODSS training, workforce development and community engagement Lead,
    - Assist in developing and delivering innovative, and cutting-edge codeathons supported by ODSS
    - Assist with the schedule of codeathon events on topics related to biomedical data science such as omics, imaging, NLP, ML/AI, etc.
    - Assist in screening codeathon project proposals and participant applications, identify project team leads, and populate project-based teams for each event
    - Develop plans to network with community leaders and ODSS communications and outreach team to develop and publicize codeathon events and form ongoing collaborations
    - Summarize and communicate codeathon success stories and lessons learned

- Participate in and share information for codeathons or similar events hosted by other NIH partners and communities
- Collaborate with ODSS staff to develop and deliver bootcamps on data analysis and visualization, coding, statics, cloud computing, and other data science topics
- Assist in creating training content such as R Markdown and/or Jupyter notebooks for asynchronous and in person/live remote training
- Assist in creating computing environments that support codeathons and other training events
- Provide editorial support for codeathon teams that wish to pursue publication of work achieved at codeathon events

QUALIFICATIONS

Education:

- Master's of Science or higher in biomedical science, computational biology or similar degree focus and teaching experience.

Experience:

- Familiarity with UNIX/Linux, GitHub, and common scripting languages such as R and/or Python.
- Experience with cloud computing (AWS, GCP, Azure), bioinformatics software and data science tools is strongly preferred.
- NIH experience a plus.

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 and lead cross-functional teams through influence (without formal authority).
- 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.