



Assistant to the Director Position

Rose Li and Associates, Inc. (RLA), a growing professional services firm based in Rockville, MD, seeks a full-time Assistant to support the Division Director within a federal health organization. The position will be based at the NIH Campus (in Bethesda, MD) once COVID-19 restrictions on in-person work are lifted. The primary responsibility of the role is to provide administration and organizational support to the Director. The ideal candidate will be self-directed, meticulous in attention to detail, and able to work with a range of people and personalities.

You may be a strong candidate if you have experience in the following areas:

- Maintaining calendars and schedules
- Receiving and distributing correspondence
- Onboarding staff

Please review the responsibilities below as a limited sample of the types of tasks you may be required to fulfill. It is equally likely that much of your time may be spent supporting or coordinating work not described or listed.

Job Responsibilities

- Coordinates meetings and agendas
- Performs office automation duties using software applications such as email, desktop publishing, Microsoft Office Suite, SharePoint, etc.
- Plans and develops a systematic method for naming, identifying, and retrieving electronically stored information
- Receives and reviews incoming mail to the Division email box and distributes and monitors as appropriate
- Independently composes correspondence in response to emails or inquiries with brief instructions
- Generates documents including consolidation of comments into a final version of documents
- Generates reports to obtain or provide information related to administrative or procedural matters
- Maintains workload report utilizing internal systems to retrieve data
- Assists staff with arranging training and travel and completing appropriate travel documentation and approvals
- Assists staff with onboarding requirements
- Performs special assignments, reports, and studies
- Creates, maintains, and archives files
- Conducts online searches of information to ensure consistency and accuracy
- Provides presentations during meetings, providing a summary of findings and making recommendations to combine, simplify, or improve procedures and processes
- Identifies and recommends ways to eliminate, combine, simplify, or improve procedures and document control
- Allocates an appropriate time to adequately meet Division deadlines
- Uses initiative and independent judgment in handling assignments

Job Qualifications

Required Skills and Experience

- Strong verbal and written communication skills
- Strong critical-thinking and problem-solving skills



- Strong organizational skills and ability to prioritize and complete multiple tasks simultaneously, on time, and with limited oversight
- Proficiency with Microsoft Word (including templates, styles, and layout functions), Excel, PowerPoint, Outlook, Adobe DC Pro, etc.
- Experience with events management, preferably in supporting virtual meetings with WebEx
- Ability to meet and maintain requirements for at least a public trust level clearance
- Patience, flexibility, and willingness to adjust to dynamic priorities

Education

Associate's degree or coursework toward a bachelor's degree from an accredited institution, or equivalent work experience

Desired Skills and Experience

- Experience with supporting federal clients
- Experience with supporting travel logistics and reimbursements
- Experience with supporting internal tracking and reporting systems to manage staff workloads

Compensation and Benefits

RLA offers competitive compensation, based on experience. Our benefits package is generous and includes paid time off, all federal holidays, health insurance, short-and long-term disability and life insurance, 401(k) company match, and profit-sharing plan.

Application Process

Qualified applicants will complete at least one screening interview and several in-person/video interviews.

About Rose Li and Associates, Inc. (RLA)

Since our inception in 2003, RLA has developed a reputation for delivering outstanding research and writing services to research-centric organizations, with a focus on biological, health, and social sciences. We are a woman- and minority-owned small business specializing in science writing, research and analysis, conference services, and program management support. For more information about RLA, visit our website at <https://roseliassociates.com>.

RLA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.