

Executive Assistant

The Executive Assistant position is housed within a Division within the Office of the Director at NIH. The Division is organized into three functional teams: the Program Team, the Operations Team, and the Policy, Planning, Evaluation, and Communications Team. The Executive Assistant reports to the Division Director.

Job Responsibilities

- Manage the calendar for the Division Director:
 - Organize all meetings and accept meeting invitations for the Director.
 - Keep the Director apprised of her schedule and any changes that may occur during the day.
 - Request and print meeting materials for Director and provide them in advance of the meeting.
 - Anticipate the Director's workload and schedule time to work on tasks such as reviewing reports and writing responses.
 - Remind Director of upcoming tasks/meetings and items that must be completed in advance.
 - Understand office priorities and be able to move meetings, if necessary, to accommodate emerging needs.
 - Work with NIH and IC Leadership and their assistants to organize meetings.
 - Anticipate needs such as conference lines, meeting platforms, commute times between meeting locations, etc.
 - Read meeting invitations to understand the context of the meeting and anything that may need to be done in advance.

- Work with office staff to develop agendas for office meetings. Set up, provide meeting materials, attend and take minutes at these meetings and follow up on action items with relevant staff.
- Assist office staff with reviews/approval submissions, meeting scheduling and logistics as needed as well as keeping the office aware of deadlines, trainings and office-wide announcements.
- Assist with setting up WebEx/Zoom/Teams calls and other conference lines as necessary.
- Edit Microsoft Office documents and provide quality control. Draft slides and other documents as requested by the Director.
- Other duties as needed

Qualifications

- Expert experience with Microsoft Outlook, WebEx, Zoom and Teams meeting platforms.
- Experience with editing Word, Excel, PDF and PowerPoint files.
- Experience with events management or executive assistance.
 - Efficient, proactive, and detail-oriented scheduler.
 - Professional demeanor.
- Skilled writer and note taker.
- A bachelor's degree or two years of relevant experience.

Application Process

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

About Rose Li and Associates, Inc.

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.