

Updated 11 February 2019



Please contact 2LT Victor Hill prior to applying at [vhill@columbususa.com](mailto:vhill@columbususa.com) or at (310.356.5649)

**Computer Systems Analyst (20hrs/wk)**

Maximum Part-Time Rate: 55/hour

Location: Rockville, MD

Long term contract, W2 position, must be a US Citizen/Green Card Holder

Must be able to pass background check and drug screen

Job Description:

- Develop, map, evaluate, and implement information taxonomies for users within in a system developing OWS and endorsed via the NIAID Electronic Documents and Records Management System (EDRMS).
- Work with the OMA Supervisor to write an SOP and a visual flow chart. These SOPs and flowcharts will serve as aid to guide future staff with the filing structure and process and to ensure consistency with regarding NIAID EDRMS
- Works with OMA Supervisor to purge all necessary files.
- Train internal users on taxonomy and information quality policies.
- Test user interface and update taxonomy to present information clearly and well.
- Work with users to understand concepts, needs, usability, and potential problems.
- Work with OMA supervisor to improve and expand the office SharePoint site.
- Provide solutions to the existing SharePoint structure and makes recommendation for best practices.
- Designs and documents the appropriate SharePoint solution based on information architecture, taxonomy analysis and OWS's functional and non-functional requirements.

Required Skills:

- Bachelor's degree in Information Technology, Computer Science or other related discipline. Four (4) years of specialized experience plus a High School diploma is equivalent to a BAiBS degree.
- Five (5) years of experience in a computer related field.
- Demonstrates experience with various computer systems and software packages.
- Experience in facilitation, problem resolution and matrix team operations within complex organizations.
- Understanding how to work in an interdisciplinary environment which consists of varying skill sets of individuals both technical and non-technical.
- Ability to foster a collaborative culture within an interdisciplinary environment through trust building, managing change transparently and reflective listening.
- Experience with interdisciplinary program evaluation within a federal arena.
- Demonstrated understanding and experience in working with both vertical and horizontally functioning organizations.
- Seasoned skills in Microsoft Office products, particularly SharePoint and Excel.

Number of positions: 1

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**Contract Assistant**

Maximum Rate: 53K annually

Location: Bethesda, MD

Long term contract, W2 with full benefits, must be a US Citizen/Green Card Holder

Must be able to pass background check and drug screen

Job Description:

- Review contract files to determine active or inactive status.
- Complete required closeout actions, including sending requests for delinquent reports, receiving reports, and documenting closeout status.
- Contact institutions and Principle Investigators (PIs) requesting needed closeout materials; assist and support Contract Specialists/Contracting Officers with contract closeout and audits.
- Review submitted closeout information for conformance to NICHD OA, HHS and NIH closeout guidelines.
- Pack and ship closed and terminated contracts to the Federal Records Center.
- Record closed files sent to the Federal Records Center or disposed of.
- Maintain contractor delinquency listing.
- Utilize Excel spreadsheets, Access Databases and computer listings to identify, update and track status of contracts, closeouts and non-compliant contractors.
- Receive requests for final certification of acceptable costs from the contractor.
- Perform a Desk Audit of all contract actions, vouchers/invoices and payments to include a detailed review of all labor costs, a voucher/invoice summary including a cross reference of the NIH Financial System (Oracle/Data Warehouse) spreadsheet against the vouchers/invoices; prepare a summary of the Desk Audit and Findings and Recommendations based on the audit.
- Settle interim and disallowed costs.
- De-obligate excess funds, if applicable.
- Process final voucher using predetermined or final IDC agreements.
- Save copies of all contract closeout documents and documentation and submit to NICHD OA Closeout Administrator for review.
- Organize the contract files in the file room and maintain up-to-date contract file lists.

Required Skills:

- Bachelor's Degree in Business or Accounting, with a minimum of one (1) year of work experience (a Bachelor's degree and a minimum of one (1) year of work experience is preferred); strong work experience in accounting or federal contract management are equivalent to an Associate's or Bachelor's degree.
- Minimum of three (3) years of related experience.
- Knowledge of administrative processes, policies and procedures relating to the contract awarding process, specifically closeout procedures.
- Expertise in using Microsoft Office (Excel, e-mail, word processing, Internet systems and database systems).
- Skill in typing and ability to use a personal computer, scanner or other automated office equipment.
- Ability to plan, manage and coordinate multiple activities simultaneously.
- Strong communications skills, both oral and written.
- Excellent analytical, organizational and time management skills.

Number of Positions: 1

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**Ethics Program Analyst**

Maximum Rate: 55K annually

Location: Bethesda, MD

Long term contract, W2 with full benefits, must be a US Citizen/Green Card Holder

Must be able to pass background check and drug screen

Job Description:

- Work with staff to develop and maintain a system to analyze and monitor adherence to the standards of ethical conduct of Federal employees as well as ethics policies, laws and regulations for NIH.
- Conduct first level review and analysis of all requests for outside and official duty activities, and other actions submitted for ethics review and clearance.
- Maintain the Ethics Management Information System (EMIS) and NIH Enterprise Ethics System (NEES) for NHGRI employees.
- Maintain the internal NHGRI Ethics Branch tracking system.
- Compose standard email notices and responses.
- Identify appropriate information in response to inquiries.
- Develop, implement and maintain accessible administrative filing systems.
- Schedule Ethics training sessions for NHGRI employees.
- Attend and participate in meetings and training sessions for Ethics specialists.

Required Skills:

- Bachelor's degree in a related discipline.
- Minimum of six (6) years of related experience.
- Expertise in Microsoft Office Suite (MS Word, Excel, Outlook).
- Strong communications skills, both oral and written.
- Excellent analytical, organizational and time management skills.

Number of positions: 1