

Cancer Research Training Award Fellow Sought for Project Management

Introduction

The NCI Surveillance Research Program (SRP) directs the collection and analysis of cancer surveillance data to answer key questions about cancer. As part of its mission, SRP manages the Surveillance, Epidemiology, and End Results (SEER) Program, an integrated, comprehensive population-based cancer reporting system. Currently, the SEER program collects data on approximately 550,000 new cancer cases annually from state and regional cancer registries that represent 34% of the US population. SRP analyzes and reports these data through several types of media to researchers, policy makers, the cancer surveillance community, and the general public. SRP is developing and implementing new and innovative methods and technologies to acquire data and automate data processes.

This position would be within the Surveillance Informatics Branch (SIB), which aims to advance precision cancer surveillance through the application of informatics tools, methods, and architectures. SIB currently support several large initiatives, including:

- Acquisition and linkage of new data. SRP is currently piloting acquisition and linkage of new sources for detailed diagnostic and treatment data, including pharmacy, claims, genomic, radiation oncology and other information from electronic health records.
- Optimization of the SEER Data Management System (SEER*DMS). SEER*DMS is the primary system that supports the collection, management, analysis, and dissemination of SEER data. SIB supports governance and communication, usability analysis, and working groups for SEER*DMS and related systems to enhance cancer surveillance.
- Automation. SRP is working to develop and apply new methods and systems (e.g., natural language processing and deep learning) to automate manual information processing, to maximize the value of free text documents such as electronic pathology reports and radiologic dictations, and to support near real-time case ascertainment.

This fellowship is an unparalleled opportunity to gain experience at a national level in understanding broad scientific priorities and to contribute meaningfully to cancer surveillance efforts in the United States.

Position Description

The Cancer Research Training Award (CRTA) fellow will function as an integral member of the SRP staff within the Surveillance Informatics Branch. He/she will work with staff on projects related to the mission of SRP, particularly in project management of state of the art initiatives.

Day-to-day activities of this full-time position include, but are not limited to:

- Planning, implementing and supporting a variety of projects
- Organizing, preparing and managing meetings, teleconferences and in-person workshops

- Creating agendas and documenting meeting minutes for future reference
- Working with project leads to develop and track management processes and project lifecycles
- Communicating and coordinating effectively with a variety of stakeholders internal and external to SRP and the SEER Program, including registry staff, government staff, other fellows, and contractors
- Coordinating across projects to improve communication and drive results
- Facilitate communication across teams to enhance project efficiency and build strong team dynamics
- Analyzing workflow and recommending areas for process improvement
- Writing reports and presenting findings
- Proactively tracking action items and following up with responsible participants
- Participating in staff meetings and attend lectures or other training opportunities sponsored by the National Institutes of Health.

CRTA Fellows may have the opportunity to travel for the National Cancer Institute to national conferences. This fellowship provides an excellent opportunity for a recent graduate potentially interested in pursuing further education towards a management, informatics or research career.

Qualifications

- Bachelor's degree, Master's degree or PhD in business administration, public administration, public health, project management, health administration, health informatics or related field (e.g., MBA, MPA, MPH, MHA)
- Excellent attention to detail and organizational, writing, and project management skills
- A strong interest in project management of scientific initiatives, preferably related to health informatics, data science or cancer data
- Demonstrated experience working with cross functional teams to meet deadlines
- Experience and proficiency with project management, scheduling, and collaboration tools and efforts, including meeting support and tracking action items
- Ability to work independently and as a team member
- Adaptability to respond to changing priorities and timelines
- Data management skills preferred, but not required

Application Requirements

To be considered for this position, the following materials must be received:

- Cover Letter - Provide an explanation of your interest in the Fellowship Program. Explain your professional development goals and research interests. Describe your experience or interest in project management and cancer surveillance.
- Resume or CV.
- Two letters of recommendation.
- Proof of Citizenship or resident alien status (e.g. Photocopy of Birth Certificate or Passport).

- Official Transcripts and/or Proof of Academic Good Standing - Send transcript of highest Degree conferred. If currently enrolled in school, Proof of Academic Good Standing must be sent on official letterhead and signed by graduate program director, advisor, or equivalent.

Note: In order to qualify for the position, the candidate must be a U.S. citizen or resident alien. A candidate with an I-551 stamp in their passport can also qualify since this is temporary verification of permanent residency status pending issuance of the green card. Individuals with "Employment Authorization" documents (EADs) do not meet eligibility criteria.

Application materials may be submitted via email to Trish Murphy: mpatricia.murphy@nih.gov. Paper copies and Official Transcripts and/or Proof of Academic Good Standing must be mailed to:

Ms. Trish Murphy
Surveillance Research Program
9609 Medical Center Drive MSC 9765 Room 4E516
Bethesda, MD 20892 (U.S. Mail)
Rockville, MD 20850 (Courier Service)
Tel. 240.276.6903
Fax: 240-276-7908

The National Cancer Institute is an Equal Opportunity Employer.

Approximate Start Date

As soon as possible

Stipend and Benefits

The stipends for CRTA Fellows are adjusted yearly and are commensurate with academic achievement and relevant experience. More information is available online at: <http://cancercontrol.cancer.gov/brp/research/stipend.html>.

Benefits include health insurance at no cost and a wide range of career development and social activities. The office is located in commuter-friendly Rockville, Maryland, close to the bustling metropolis of Bethesda, and near downtown DC.

Contact

The Fellowship Mentor(s) for this position will be:

[Paul Fearn, Ph.D., MBA](#)
Chief, Surveillance Informatics Branch
Surveillance Research Program, National Cancer Institute
National Institutes of Health
9609 Medical Center Drive MSC 9765
Bethesda, MD 20892 (U.S. Mail)
Rockville, MD 20850 (Courier Service)

[Steve Friedman, MHSA](#)

Senior Advisor for Operations, Office of the Associate Director
Surveillance Research Program, National Cancer Institute
National Institutes of Health
9609 Medical Center Drive MSC 9765
Bethesda, MD 20892 (U.S. Mail)
Rockville, MD 20850 (Courier Service)