

Opportunity Title: ORNL Computational Biology and Bioinformatics Project

Coordinator Post-Bachelor's Business Associate

Opportunity Reference Code: ORNL20-03-BSD

Organization Oak Ridge National Laboratory (ORNL)

Reference Code ORNL20-03-BSD

Description Oak Ridge National Laboratory (ORNL) is the largest U.S. Department of Energy (DOE) science and energy laboratory, conducting basic and applied research to deliver transformative solutions to compelling problems in energy, environment, and security.

The Computational Biology and Bioinformatics Group in the Biosciences Division at ORNL seeks candidates for a project coordinator/associate project manager. Under general supervision, the incumbent will assist in task execution, support and tracking, basic project and financial controls, project communication, status and report development, website communication, proposal and contract development and monitoring, and presentation development.

The Biosciences Division at ORNL is focused on advancing science and technology to better understand complex biological systems and their relationship with their environment at all scales. The Division has expertise and special facilities in genomics, computational biology, microbiology, microbial ecology, biophysics and structural biology, and plant sciences. The Computational Biology and Bioinformatics Group is an interdisciplinary group that focuses on technology development with specific interests in systems biology, explainable-AI, network analysis, and information flow.

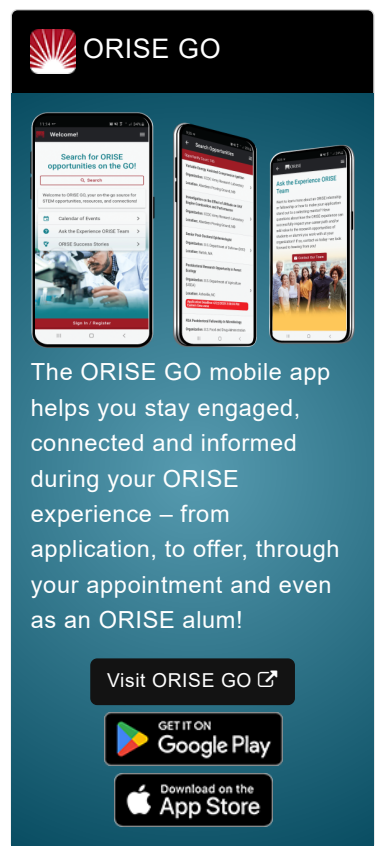
This is a one year appointment with the option to extend an additional year. This is a unique opportunity to be an important part of the overall Project Management team for the group, working with senior team members.

Qualifications The candidate must have or currently be pursuing a four year degree from an accredited college or university in science, technology, business management or equivalent.

Preferred Skills:


- Skilled in collaborative Project Management tools (Trello, JIRA).
- Specific Project Management focus/training.
- Demonstrated verbal and written communication skills.
- Natural problem-solver, technical challenger, and process improver.
- Detail-oriented.
- Can-do, positive attitude.
- Ability to work with multi-disciplinary teams.
- Proficient in Microsoft Word, Excel, and PowerPoint.


Living in East Tennessee: While the opportunity to work at ORNL is an amazing experience in itself, it's easy to overlook everything else East Tennessee has to offer if you haven't had the opportunity to spend time here. From spending your weekends downtown at Knoxville's farmers market, the Rhythm n' Blooms Music Festival, or the Dogwood Arts Festival, to some of the best hiking, kayaking, and camping in the U.S., East Tennessee has something to offer everyone.




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The ORNL Post-Bachelor's Business Associate Program is administered by Oak Ridge Associated Universities through its contract with DOE to manage the Oak Ridge Institute for Science and Education (ORISE).

**Eligibility
Requirements**

- **Degree:** Bachelor's Degree received within the last 36 months or currently pursuing.
- **Academic Level(s):** Post-Bachelor's or Undergraduate Students.
- **Discipline(s):**
 - **Business** ([11](#) )
 - **Chemistry and Materials Sciences** ([12](#) )
 - **Communications and Graphics Design** ([6](#) )
 - **Computer, Information, and Data Sciences** ([16](#) )
 - **Earth and Geosciences** ([21](#) )
 - **Engineering** ([27](#) )
 - **Environmental and Marine Sciences** ([14](#) )
 - **Life Health and Medical Sciences** ([45](#) )
 - **Mathematics and Statistics** ([10](#) )
 - **Other Non-Science & Engineering** ([13](#) )
 - **Physics** ([16](#) )
 - **Science & Engineering-related** ([1](#) )
 - **Social and Behavioral Sciences** ([28](#) )
- **Age:** Must be 18 years of age

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