

Diversity & Inclusion Programs Associate (Temporary, full-time position)

The Novartis Institutes for BioMedical Research (NIBR) has established undergraduate, post-baccalaureate, and global postdoctoral scholars programs with an emphasis on the inclusion of trainees with diverse backgrounds and disciplines. For information on these research training programs, visit <http://www.nibr.com/careers/index.shtml> and <http://postdoc.nibr.com>.

The Diversity & Inclusion Programs Associate will be part of the NIBR Diversity and Inclusion team. The position is for 1.5 years, will be located in Cambridge, MA, and will report to the Associate Director. The associate is expected to work 40 hours per week and work 50% with the Associate Director and 50% with the Global Head. The role will allow the associate to develop program management and scientific administration skills in a matrix environment.

The successful candidate should have a strong interest in developing training and education programs and be highly organized, adaptable, proactive, and know how to set priorities. The associate should possess excellent interpersonal skills and the ability to develop and maintain strong relationships within the department and across the global organization. The individual is expected to deliver on a wide variety of projects in a fast-paced environment.

Major Responsibilities

- Lead coordination of the summer undergraduate and post-baccalaureate scholar programs, outreach programs and events in the US, and help implement scientific education and professional development programs for research scholars and their mentors
- Help establish and manage strong partnerships with institutions and organizations that support historically underserved populations in the sciences
- Provide logistical support for the scholars programs including:
 - Event coordination (e.g. campus visits, scientific seminars and symposia, summer programmatic elements, candidate interviews)
 - Communications (e.g. advertising materials, brochures, banners, email correspondence)
 - Operations (e.g. database updates, outreach travel coordination, supplies maintenance)
- Project management and coordination with NIBR Global Head of Diversity & Inclusion

Minimum Requirements

- A degree in biomedical sciences, healthcare, education, or social sciences; experience with academic or drug discovery research is a plus
- Experience in diversity, training program, and/or professional development initiatives is highly preferred
- Excellent communication (written and spoken English) and presentation skills
- Ability to handle sensitive matters professionally with diplomacy, discretion, and good judgment
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Aptitude for learning to use software applications
- Strong data orientation and data analysis skills is a plus
- Expected travel: Up to 20% domestic

To apply, please email cover letter and curriculum vitae (CV) to future.talent@novartis.com.