

## Project Management Fellowship in Basic Biobehavioral and Psychological Sciences

September 2023

The National Cancer Institute (NCI) [Basic Biobehavioral and Psychological Sciences Branch \(BBPSB\)](#) is pleased to invite qualified candidates to apply for a fellowship in communication and project management. BBPSB supports research fundamental to understanding human behaviors, social context, decision-making, and clinical practices associated with cancer etiology, prevention, screening, detection, diagnosis, treatment, and survivorship. Learn more about the [BBPSB mission and structure](#).

This full-time fellowship position is based in Rockville, Maryland, and provides an outstanding opportunity for training and professional development in cancer research, project management, and health communication.

### Position Description

As a member of BBPSB, the fellow will work collaboratively on projects to support cancer research in the biobehavioral and psychological sciences. The ideal candidate will have strong project management skills and experience, as well as an interest in health behavior, cancer research, and psychological sciences. Specific duties include but are not limited to:

- Overseeing and managing the progress of multiple ongoing research projects and initiatives
- Gathering information and creating presentations for staff and leadership
- Conducting outreach and promotion for branch initiatives, meetings, and events
- Writing and editing content for newsletters, scientific briefs, fact sheets, reports, social media, and website pages
- Conducting literature reviews and synthesizing scientific content
- Coordinating webinars, scientific meetings, and special events
- Participating in various scientific workgroups, meetings, events, and initiatives



### Qualifications

- Background in communication, journalism, public health, behavioral science, public administration, psychology, and/or a related field. A master's or doctoral degree is preferred.
- Strong interest in interdisciplinary behavioral and social science research in cancer prevention and control, particularly in cognition, emotion, judgment, and decision-making; methodology and measurement of biobehavioral moderators and mediators; short- and long-term effects of cancer and cancer treatment; and ethical issues in behavioral research. Specific cancer experience is not required.
- Excellent organizational skills and exceptional attention to detail.
- Excellent communication and interpersonal skills within in-person, hybrid, and virtual contexts.
- Strong writing skills (including science writing and editing) and experience with strategic communication.
- A history of being able to manage multiple projects.
- Ability to work independently and within teams.

## Application Requirements

1. Cover letter describing your interest in this fellowship, your professional background, and your career development goals
2. Writing sample (limit to three pages or use an excerpt from a longer piece)
3. Resume or curriculum vitae
4. Two signed letters of reference on official letterhead (can be submitted separately)

Application materials may be submitted via email to Donna Hopkins at [donna.hopkins@nih.gov](mailto:donna.hopkins@nih.gov) with the subject line "BBPSB Fellowship 2023." For questions about the position, contact [Dr. Paige Green](#).

Highly ranked candidates will receive a request to submit proof of U.S. citizenship (photocopy of birth certificate or U.S. passport) or resident alien status (Green Card) and official transcripts and/or proof of academic good standing of highest degree conferred. If currently enrolled in school, candidates will receive a request to send proof of good academic standing on official letterhead that is signed by a graduate studies program director, advisor, or equivalent.

DCCPS is deeply committed to building a diverse health sciences workforce that maintains, fosters, and promotes an equitable, inclusive, accessible, and nurturing work environment. Diverse teams foster scientific innovation, improve the quality of research, contribute their lived experiences to a robust learning environment, advance the likelihood that underserved or health disparity populations participate in and benefit from health research, and enhance public trust.

## Application Deadline

This announcement will remain active until the position has been filled.

## Start Date

The start date is negotiable.

## Stipend and Benefits

This position is a one-year, full-time fellowship with a possibility for renewal. Stipends for Cancer Research Training Award (CRTA) fellows are adjusted yearly and are commensurate with academic achievement and relevant experience. View the [stipend range](#) for the initial appointment of CRTA fellows.

Benefits include no-cost health insurance at and a range of career development and social activities. The office is located in Rockville, Maryland, and is easily accessible by car or public transportation from surrounding locations in Maryland and Washington, DC.

To learn more about BRP staff, please see our [online staff directory](#). You are encouraged to contact current and past fellows, mentors, and other staff members to learn more about the BRP fellow experience.