Here is a terrific post-grad opportunity for Nathan Smith Society students in the Class of 2015 that I was alerted to NSS alumna, Kate Burns 13. See details below and in enclosure.

—Lee

Hi Prof. Witters,

I am writing regarding an open position at the Institute of Medicine, with the hope that you could assist in the distribution of the attached job description to the Nathan Smith Society listserv and/or to other students you think might be a good fit for our work.

As detailed in the description, this position provides support to the activities of the IOM Roundtable on Value & Science-Driven Health Care. We are looking ideally for a soon-to-be or recent graduate interested in health and health policy. Please feel free to pass along my contact information (kburns@nas.edu) to anyone interested in learning more about the position.

Best, Kate
Opportunity for broad exposure to national health policy in a respected, highly visible institution of national and international regard. Two-year position for highly motivated recent or soon-to-be graduate with strong academic record.

February 2015

Senior Program Assistant
IOM Roundtable on Value & Science-Driven Health Care

Summary:
An individual with superior communication, organization, and writing skills is needed to provide support to the Institute of Medicine’s (IOM) Roundtable on Value & Science-Driven Health Care. The IOM is the health arm of the National Academy of Sciences, a private scientific organization chartered by Congress in 1863 to serve as adviser to the nation on matters of science and science policy. Its peer-elected membership is comprised of leading scientists from the United States and abroad, and its reports and convening activities engage some of society’s most compelling challenges. The IOM Roundtable on Value & Science-Driven Health Care is comprised of leadership from the public and private sectors, united in their commitment to ensuring that every patient receives the care most appropriate to their circumstances, and that learning and continuous improvement is a seamless feature of each patient experience.

Job Duties:
The senior program assistant will provide administrative support to the work of the IOM Roundtable, with opportunity for increasing responsibility. Duties include: ensuring the flow, timing, quality and harmony of key activities; maintaining and improving Roundtable communication vehicles, including the contact database and the website; ensuring quality and consistency of all Roundtable products; overseeing correspondence; implementing logistics for Roundtable meetings and activities; and performing ad hoc research for relevant Roundtable projects.

Qualifications:
Bachelor’s Degree and ideally previous office work experience
Key characteristics:
- An appreciation that all tasks are crucial to an organization’s success
- Ability to operate under limited supervision
- Keen intelligence and problem solving abilities
- Well-spoken
- Quick turnaround as well as attention to detail
- Positive attitude and team-oriented
- 2 year commitment

Start Date: ASAP

To apply, please submit your resume and cover letter at this link. Applicants will be considered on a rolling basis. If you have any questions, please contact Kate Burns.