NIH Management Intern Program

Information Session, March 12, 2020
Information Session Agenda

Overview of NIH MI Program

Eligibility and Application Process

Assessment Process and Preparation

The MI Experience – Panel Discussion
About the Management Intern Program

Established in 1957

Challenging two year career development program

An opportunity for NIH employees to pursue a different career

• Administrative Management
• Budget and Finance
• Contracts and Procurement
• Grants Management
• Human Resources Management
• Information Technology
• Management and Program Analysis
Program Designed for Leadership Development

- Professional development through rotational assignments (3 to 4 months per rotation)
- Dedicated training budget for the two-years
- Opportunities to lead and participate in committees
Opportunities to Develop Professional Relationships

Engage across the NIH community

Dedicated support system with NIH Leaders, ATC Members, and mentors

Develop robust network of professional contacts
Benefits of Applying

- Develop leadership, analytical thinking and communication skills
- Join a mutually supportive cohort of interns and fellows
- Broaden professional network
- Select a mentor to guide career development
- Interact with NIH leadership
- Take direction in your career
Intern Expectations

Make the most of your two years!
• Perform at a high level!
• Be able to manage multiple ongoing projects
• Take on new and dynamic rotational opportunities

Create and execute an Individual Development Plan

Develop a training plan to hone competencies

Graduate from the program as the Class of 2022
What are the Eligibility requirements?

- **US Citizen**
- **Current Title 5 NIH employee**
  - career/career-conditional
  - Veteran Recruitment Appointment (VRA)
  - Schedule A appointment
  - other appointment offering non-competitive conversion
- **Able to work full-time**
- **GS-7 through GS-12 OR wage-grade equivalent**
- **Continuously employed by the NIH for the previous 52 weeks, with no break in service within 30 days of the announcement closing date**
2020 MI Application Timeline

Apply via USA Jobs website:
April 6-10

Written exercise:
May 6-8

Group exercise:
June 4

Final interview:
June 10-11

First day as an MI:
July 20
Program Questions: mi_info@od.nih.gov

Eligibility/Pay/HR-related Questions: Chelsea.Day@nih.gov
The MI Experience – Panel Discussion

Jason Shockey, MI Class of 2021

Dusty Hatfield, MI Class of 2020

Lisa Portnoy, Deputy Executive Officer, NIDCD, and ATC MI Subcommittee – Chair

Chelsea Day, Human Resources Specialist, OD/OHR/CSD