

Ombudsman Internship Program 2013

The OO/CCR has an opening for one Intern from June through August, 2013. Exact start and end dates are negotiable. Under the direction of the National Institutes of Health's (NIH) Office of the Ombudsman/Center for Cooperative Resolution (OO/CCR), the Intern will have the opportunity to learn about the functions of an internal organizational ombudsman office. The Intern will focus on one major project and will observe and assist with individual consultation sessions; mediation processes; group facilitations; conflict resolution system development and assessment; conflict-related research; data collection; and trend identification based on aggregated data. The Intern will work with a mentor who will provide guidance throughout the internship and will also collaborate with all ombudsmen at OO/CCR.

About the NIH: The NIH, a part of the U.S. Department of Health and Human Services, is the primary federal agency for conducting and supporting medical research. Helping to lead the way toward important medical discoveries that improve people's health and save lives, NIH scientists investigate ways to prevent disease as well as research the causes, treatments, and potential cures for common and rare diseases. There are about 18,000 employees at NIH's main campus in Bethesda, MD, just north of Washington, D.C. For more information about the NIH, please visit <http://www.nih.gov>.

About the OO/CCR: The NIH OO/CCR is a neutral, independent, and confidential resource providing informal assistance to all NIH scientists, administrators, and support staff in addressing work-related issues. The Office serves as a focal point for conflict resolution at NIH by (1) providing confidential, informal assistance to employees and managers in resolving work-related concerns, and (2) developing and coordinating effective dispute resolution processes and procedures. The OO/CCR offers a variety of services and programs to address sources of conflict, including performance appraisals, cross-cultural differences, harassment, mentoring relationships, and scientific collaboration. The Office is comprised of seven full-time ombudsmen, and an administrative assistant. For more information about the OO/CCR, please visit <http://ombudsman.nih.gov>.

Applicant Requirements: The position requires an individual to be either currently enrolled in or recently graduated from (less than one year) a graduate-level academic program in conflict or dispute resolution, legal studies with an emphasis on dispute resolution or mediation, or a closely related field. The successful applicant will be familiar with conflict resolution theory, have good listening skills and strong computer and analytic skills. The individual must have some experience in the area of dispute resolution and an interest in organizational and workplace conflict. Knowledge of and interest in the organizational ombudsman role are helpful. Absolute discretion and the ability to maintain confidentiality are imperative. Non-U.S. citizens or permanent residents must be cleared by the Division of International Services (DIS), Office of Research Services (ORS), NIH, in order to permit their assignment at NIH.

Applicants must submit a current resumé and cover letter explaining his or her interest in working with the OO/CCR and in the organizational ombudsman field.

Time Commitment: Interns are expected to work a full-time schedule (40 hours/week), from 8:30am-5pm. However, the number of hours per week and the length of the internship may be negotiated at the time an offer is extended.

Compensation: This position is unpaid.

THE DEADLINE FOR APPLICATIONS IS MONDAY, JANUARY 7, 2013.

For questions about the NIH OO/CCR Internship Program and to submit application materials, please contact OO/CCR Associate Ombudsman Samantha Levine-Finley at levinesa@od.nih.gov.

Applicants selected for interviews will be contacted on or about Jan. 14, 2013. Final decisions will be made on or about Feb. 1, 2013.