

The Department of Bioethics at the NIH Clinical Center is seeking advanced undergraduate, masters and/or doctoral students to assist with the typing of research papers and other assignments. The candidate will be responsible for providing typing and administrative needs to accommodate the special needs of a post-doctoral Bioethics fellow who has a physical disability.

Candidates must demonstrate moderate to advanced typing skills. Additionally, candidates must demonstrate patience in learning how to take dictation based on explicit instructions, as the fellow has a moderate speech impediment. In addition to taking dictation, candidates must be willing to read aloud any emails the fellow receives, to read what they have written to the fellow upon instruction, and assist the fellow with taking notes at seminars and formatting research papers, including citations and bibliographies.

The typist must be available during normal business hours Monday through Friday (except for federal government holidays). The candidate will be hired on a contract basis with an hourly salary of up to \$25 an hour. Candidates will be required to fulfill required tasks at the National Institutes of Health, Clinical Center, Bldg. 10, Department of Bioethics, Clinical Center in Bethesda, MD.

Interested applicants should send a CV and letter of interest and prior experience to the following email address. Please include the names and contact information for 2 -3 references.

NIH CC Department of Bioethics
Attention: Renee Goodman
Subject: Application for Typist Position
Bioethics-inquiries@mail.nih.gov