



# FASEB

Federation of American Societies  
for Experimental Biology

**Position Title:** 2025 Spring and Summer Internship, Grants and Sponsorships  
**Status:** Temporary, 15-22.5 hours per week, approximately 12-16 weeks, Non-exempt  
**Hourly Rate:** \$18.00  
**Reports to:** Grants and Sponsorship Manager  
**Department:** Office of Scientific Meetings and Conferences (OSMC)  
**Date:** April 25, 2025  
**Location:** Rockville, Maryland; (Hybrid; In-office once every 2 weeks minimally and as needed. DC, Maryland or Virginia only will be considered for this position.)

Founded in 1912, the Federation of American Societies for Experimental Biology (FASEB) is the nation's largest coalition of biomedical researchers, representing 22 scientific societies and over 110,000 individual researchers from around the world. FASEB is now recognized as the voice of advocacy for biological and biomedical research scientists.

### **Position Summary**

Assists the Grants and Sponsorship Manager and other Office of Scientific Meetings and Conferences (OSMC) staff, as needed, with administering more than \$1 million in sponsorships and grants and affiliated benefits for approximately 50 conferences. Actual assignments depend on the individual project cycle at the time of the internship.

### **General Tasks and Responsibilities:**

#### **General Grant and Sponsorship Administration (non-federal)**

- Works in internal FASEB systems and FASEB financial systems to communicate with sponsorship and grant recipients on all aspects of receiving reimbursement.
- Maintains, records, and files internal records and needed external paperwork in a timely manner to account for all reimbursements and potential reimbursements.
- Completes and submits post-meeting program and financial reports to federal and non-federal sponsors.
- Maintains processes, and improves best practices, for communications and procedures.

#### **Federal Grant Support**

- Coordinates the assembly of submission for federal grant application (largely NIH R13 grants, but other federal agencies, as well).
- Reviews and updates current documentation.
- Effectively communicates with organizing scientists in a timely manner, providing guidance.

#### **SOPs and documentation**

- Throughout work, maintains, updates, or creates SOPs and other specific documentation for the larger OSMC team in conjunction with the team.

#### **Other duties as assigned**

- Other duties as assigned within the grants and sponsorship programs.
- Other duties assigned within the larger OSMC team, which would revolve around scientific programming and logistics, including, potentially, scientific program support (collection documentation, preparing schedules for meetings, assisting with registration, analyzing RFP responses, etc.).
- Special projects as assigned.

### **Basic Qualifications**

- Experience with Microsoft Office Suite
- Experience with financial systems, especially bill.com, preferred
- High degree of professionalism and ability to communicate in written and verbal settings to scientists globally
- High comfort using technology, ideal candidates familiar with Cvent software
- Strong organizing skills
- Ability to prioritize and handle a variety of projects simultaneously
- Ability to work effectively both individually and in a team.
- Good research and writing skills
- Excellent verbal communication skills
- Ability to learn new technologies and processes quickly
- Ability to work independently and remotely

### **To Apply**

**For full consideration, please submit a resume and cover letter.** Applications will be considered on a rolling basis and the position will remain open until filled. Please visit this website:

<https://www.faseb.org/employment>

If an accommodation is needed to complete the application process, please contact FASEB's Human Resources Department at [resumes@faseb.org](mailto:resumes@faseb.org).

To learn more about FASEB, please visit [www.faseb.org](http://www.faseb.org).

FASEB is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.