



Administrative Careers @ NIST

The National Institute of Standards and Technology offers a variety of opportunities for administrative professionals. Administrative professionals play an essential role at NIST by working hand-in-hand with the scientific and technical staff to contribute to the NIST mission.

NIST's mission is to promote U.S. innovation and industrial competitiveness by advancing measurement science, standards, and technology in ways that enhance economic security and improve our quality of life.

NIST needs ambitious, highly skilled, and dedicated administrative professionals.

Positions are available in:

Finance Management and Budget
Grants and Contract Management
Program and Management Analysis
Administrative Management
Human Resources
Office Management

Why explore an administrative career at NIST?

- The work is rewarding. The work done at NIST stimulates innovation, fosters industrial competitiveness, and improves the quality of life.
- Location, Location, Location — Our peaceful, wooded campus is located 20 miles north of Washington, D.C., in Gaithersburg, MD, right off the interstate for easy access. The campus is 585 acres with ponds, woods, miles of walkways, and wildlife. In Boulder, CO, NIST's laboratories occupy a scenic campus at the foot of the Colorado Front Range.
- Generous package of federal benefits
- Abundant work-life programs
- Career development and training opportunities



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How can I apply for an administrative position at NIST?

- To learn more about current vacancies at NIST, please visit <http://jobsearch.usajobs.opm.gov/a9cnist.aspx>

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U.S. citizenship is required.

NIST is an Equal Opportunity Employer.