

# PATHWAYS TO HOPKINS



## **Job Opportunities and Career Paths at The Johns Hopkins University**

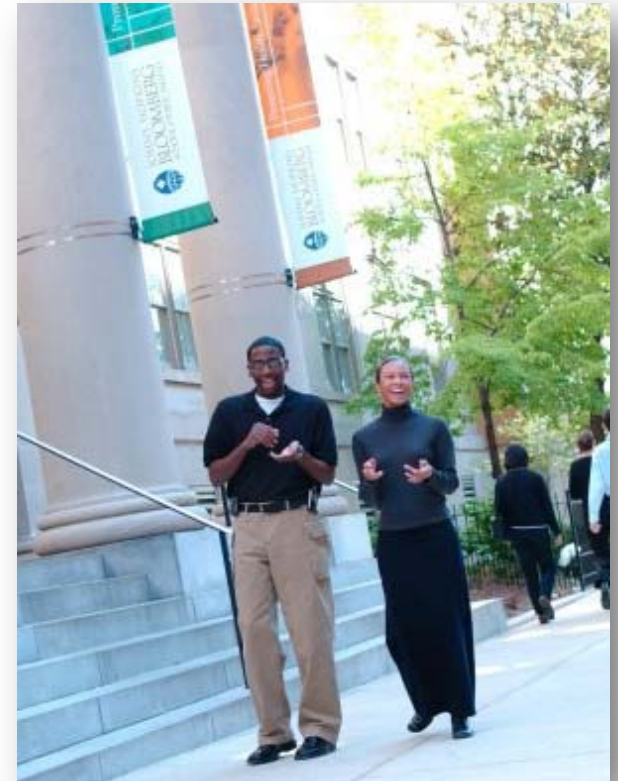
# Johns Hopkins University Schools & Campuses

- Homewood (Baltimore, MD) - Main campus, undergraduate and graduate schools
- East Baltimore Medical Campus - Schools of Medicine, Nursing, and Public Health



# Find More Than a Job at JHU

- Environment where employees are recognized and rewarded.
- Diversity and inclusion are part of our values and ensure that all are treated equitably and with civility and respect.
- Culture of hard work, diversity, intellectual curiosity, innovation and teamwork.
- A great place to develop professionally and make a difference.



# Educational Benefit of Working for JHU

- Tuition Remission for staff
  - Tuition Remission Plan covers part-time graduate and undergraduate studies at JHU academic schools for employees and their families.
  - \$5,250 annual family limit on tuition remission
- Tuition Reimbursement Plan
  - Reimbursement for part-time undergraduate tuition costs for credit courses at a degree-granting college or university outside of JHU.
  - Up to \$2,000 paid per calendar year.
    - The \$2,000 limit counts toward the \$5,250 annual tuition remission benefit limit.
    - A grade of "C" or better required for reimbursement.



# Meet Davette

- 2001 – Davette started working at JHU as an **Education Services Assistant III**.
  - Began her career at JHU through a temporary position with Kelly Services.
- 2003 – Davette applied for a position and promotion with JHMI's Office of International Services as an **International Services Assistant**.
  - In her previous position, Davette interacted with this office on a regular basis acquiring the necessary visa information for visiting international students.



# Meet Davette

- 2004 – Applied for admission to the JHU School of Professional Studies in Business and Education, now known as the Carey Business School.
  - Accepted into the Interdisciplinary program with a minor in communications.
- 2006 – She accepted a position and was promoted to **Administrative Coordinator** at the Bloomberg School of Public Health in the Health, Behavior & Society department.
  - This position would allow her to once again work directly with students and professors.



# Meet Davette

- 2008 – Received her Bachelor of Science degree from Carey Business School.
  - Applied and accepted a new position as a **Budget Analyst** with the Center for Communication Programs.
  - Applied for the Master of Liberal Arts program through the Zanvyl School of Arts and Sciences.
- 2011 – Davette completed her MLA. With both experience and education, she is now in training for her newest position as a **Financial Analyst**.
  - Currently enrolled in a Master's program at Carey Business School, where she will receive a second master's degree in marketing.



# Homewood Campus

Title	Administrative Secretary	Budget Assistant
Job Duties	Provide varied general administrative and office support. May assist with special events planning and coordination.	Provide support to faculty and/or administrative staff in a department or unit by monitoring expenses, performing basic monthly reconciliation of accounts, processing routine financial transactions, and entering basic financial data into university systems to ensure completeness and accuracy.
Required Education	High school diploma/GED. Two years related experience.	High school diploma/GED and two years related office/clerical experience. Related coursework at the college level may be substituted for some experience.
Competencies	Good verbal and written communication skills. Ability to interact well with internal and external contacts. Positive attitude, reliability, professional manner, and organizational skills. Attention to detail and record keeping. Ability to maintain confidentiality, problem solve, and manage multiple priorities. Computer skills in word processing, spreadsheets, and email.	Strong math skills with attention to detail. An understanding of purchasing processes. Organizational skills required for tracking information. Strong interpersonal and oral/written communication skills. Data entry and general computer skills.



# Career Path Hierarchy

Title	Administrative Secretary	Budget Assistant
Pathway	<b>Administrative Coordinator</b> – <i>HS/GED and three yrs related experience</i>	<b>Budget Specialist</b> - <i>HS/GED and three yrs related experience</i>
	<b>Sr. Administrative Coordinator</b> – <i>HS/GED and five years related experience</i>	<b>Budget Analyst</b> - <i>Bachelor's and one year related experience</i>
	<b>Program Coordinator</b> – <i>HS/GED and five years related experience</i>	<b>Financial Analyst</b> - <i>Bachelor's and three years related experience</i>
	<b>Administrative Supervisor</b> - <i>HS/GED and five years related experience</i>	<b>Sr. Financial Analyst</b> - <i>Bachelor's and five years related experience</i>
	<b>Center Administrator</b> – <i>Bachelor's and three years related experience</i>	<b>Financial Manager</b> - <i>Bachelor's and five years related experience</i>
	<b>Administrative Manager</b> – <i>Bachelor's and five years related experience</i>	

# School of Medicine

Title	Animal Facility Assistant	Laboratory Technician
Job Duties	Perform sanitation and all support functions required for the humane care of a wide variety of laboratory animals species.	Perform routine laboratory processes. Follow routine protocols under close supervision.
Required Education	High school diploma/GED. Certification as an Assistant Animal Technician(ALAT) must be obtained within 15 months of hire. Must be able to work a schedule that includes holidays and some weekends.	High school diploma/GED with some science coursework. Training certificate from technical institute preferred.
Competencies	Ability and willingness to work with animals in laboratory setting. Ability to follow directions. Good written communication, verbal communication, and time management skills	Ability to follow written and verbal instructions. Familiarity with basic scientific and laboratory process. Attention to detail and appreciation of adherence to process.

# Career Path Hierarchy

Title	Animal Facility Assistant	Laboratory Technician
Pathway	<p><b>Animal Facility Specialist</b> - <i>HS/GED and ALAT certification</i></p> <p><b>Animal Facility Coordinator</b> - <i>HS/GED, ALAT certification must be obtained within 15 months of hire and one year experience</i></p> <p><b>Animal Facility Supervisor</b> – <i>HS/GED, ALAT certification must be obtained within 15 months of hire and three years experience</i></p> <p><b>Animal Facilities Manager</b> - <i>Bachelor's degree, LATG certification must be obtained within 6 months of hire and five years experience</i></p>	<p><b>Laboratory Coordinator</b> - <i>HS/GED and one year experience</i></p> <p><b>Research Technologist</b> - <i>Bachelor's degree in biology, chemistry or related field</i></p> <p><b>Research Specialist</b> - <i>Bachelor's degree and two years experience</i></p> <p><b>Sr. Research Specialist</b> - <i>Bachelor's degree and four years experience</i></p> <p><b>Laboratory Manager</b> - <i>Bachelor's degree and five years experience</i></p>

# Bloomberg School of Public Health

Title	Research Program Assistant	Research Program Assistant II
Job Duties	Collect and/or organize study data through outreach, interviews and data entry.	Collect study data by recruiting and coordinating activities of participants. Perform more complex activities requiring some unique or independent action.
Required Education	High school diploma/GED. Bachelor's degree preferred. Two years related experience.	High school diploma/GED. Bachelor's degree preferred. Two years related experience.
Competencies	Able to follow instructions, good communication skills to deal with community, able to record and enter data accurately.	Able to build rapport with participants, maintain confidentiality, action oriented to achieve, measure, and improve results.

# Career Path Hierarchy

Title	Research Program Assistant	Research Program Assistant II
Pathway	<p><b>Research Program Coordinator</b> – <i>HS/GED and four years experience</i></p> <p><b>Research Program Supervisor</b> - <i>Bachelor's and two years related experience</i></p> <p><b>Sr. Research Program Coordinator</b> - <i>Bachelor's and three years related experience</i></p> <p><b>Sr. Research Program Coordinator II</b> - <i>Bachelor's and five years related experience</i></p> <p><b>Research Program Manager</b> - <i>Bachelor's and five years related experience</i></p>	

# How To Apply

- Go to <http://jobs.jhu.edu>
  - Search for positions based on titles, field, or area in which you are interested.
- Create an account.
- Set up your *Career Agent* to receive emails when positions you may be interested in are posted.
- Apply for positions using an applicable cover letter and resume.



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- Find your new job
- My Jobs Account
- Current Employees
- Managers/Supervisors

### Employment Opportunities

The **JHUjobs** site provides a convenient method for you to apply to join the Hopkins Team. It also provides you with links to the most current information you need as an applicant to the university.

Applicants must apply online at [jobs.jhu.edu](http://jobs.jhu.edu) separately for each job in which they are interested. You will not be considered for any job for which you have not specifically applied. We do not accept applications via email, U.S. mail, or fax. If you require additional assistance with your application, please contact any of the university's Human Resources Divisional Offices.

Please note that successful candidates for any staff or bargaining unit job at Johns Hopkins University will be subject to a pre-employment background check.

You can [Find your new job](#) or [Log On](#) and create your application. Once you log on, you may use the Career Agent. The Career Agent will send you an email on a daily basis, identifying new jobs that meet specific criteria you select. Our [FAQ](#) page contains some common questions applicants often ask our recruiters.

Some other useful links:


- [JHU's homepage](#) has a variety of information about Hopkins
- [Office Of Benefits Services](#) outlines the various benefit plans offered.
- [Working & Living in Baltimore](#) contains useful information about Baltimore.


[Back to top](#)


1. Click *Find a Job*


### Related


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NEXT EVENT:  
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### Job Opportunity

You can search for jobs by any of the options displayed below. The search selects items from the complete database of all jobs currently posted at all university locations. Job postings are updated every business day and remain on the web until filled.

#### Keyword Search

Enter some keywords to perform a simple search:

Search

Show Jobs

#### Area Search

Check here to search for stimulus funded positions only

##### Area of Interest

Choose one or more areas of interest from the drop down menu list.

- Library
- Management
- Research
- Research/Clinical
- Retiree

##### Personnel Area

Choose one or more university schools / divisions from the drop down menu list.

- Any
- UN12 - Academic Centers

### Related

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09

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for You or Someone  
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A-Z HR Staff



Find a Job



Health Assessment



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My Time Off



Payroll Center



Total Rewards Statement

2. Use any and/or all of these areas to filter your search

3. Click Show Jobs



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**Search Results**

The following 43 jobs matched your search criteria. Click on the job to display a posted description. You must apply for each job in which you are interested. You will not be considered for jobs for which you have not applied.

To refine your search "[Return to Search Jobs](#)".

You may sort any of the columns below by clicking on the directional arrows below each column.

Req #	Job Title	Level	Range	Personnel Area	Location
▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼
<a href="#">47204</a>	<a href="#">Undergraduate Student Assistant</a>	1	<a href="#">CA</a>	<a href="#">UN05</a>	<a href="#">East Baltimore</a>
<a href="#">42449</a>	<a href="#">Research Program Assistant</a>	2	<a href="#">CB</a>	<a href="#">UN05</a>	<a href="#">East Baltimore</a>
<a href="#">46485</a>	<a href="#">Research Data Collector</a>	2	<a href="#">CC</a>	<a href="#">UN05</a>	<a href="#">Baraga, MI</a>
<a href="#">46657</a>	<a href="#">Research Program Assistant II</a>	2	<a href="#">CC</a>	<a href="#">UN05</a>	<a href="#">Albuquerque, NM</a>
<a href="#">46913</a>	<a href="#">Neighborhood Ambassadors</a>	2	<a href="#">CB</a>	<a href="#">UN05</a>	<a href="#">Rockville, MD</a>
<a href="#">47050</a>	<a href="#">Telephone Interviewer/Recruiter</a>	2	<a href="#">CB</a>	<a href="#">UN05</a>	<a href="#">Hagerstown, Maryland</a>
<a href="#">47079</a>	<a href="#">Research Data Collector</a>	2	<a href="#">CC</a>	<a href="#">UN05</a>	<a href="#">Baraga, Michqian</a>
<a href="#">47317</a>	<a href="#">Research Program Assistant II</a>	2	<a href="#">CC</a>	<a href="#">UN05</a>	<a href="#">East Baltimore</a>
<a href="#">47403</a>	<a href="#">Research Technologist</a>	2	<a href="#">CC</a>	<a href="#">UN05</a>	<a href="#">East Baltimore</a>

4. Click any job to display a posted description.

# Apply Today

<http://jobs.jhu.edu>

