Opportunity Title: CDC Database Technician Fellowship
Opportunity Reference Code: CDC-NCHS-2022-0324

Organization	Centers for Disease Control and Prevention (CDC)
Reference Code	CDC-NCHS-2022-0324
How to Apply	**_Connect with ORISE...on the GO!_** Download the new ORISE GO mobile app in the Apple App Store or Google Play Store to help you stay engaged, connected, and informed during your ORISE experience and beyond!

A complete application consists of:

- An application
- Transcripts – Click here for detailed information about acceptable transcripts
- A current resume/CV, including academic history, employment history, relevant experiences, and publication list
- One educational or professional recommendation. Your application will be considered incomplete, and will not be reviewed until one recommendation is submitted.

All documents must be in English or include an official English translation.

Application Deadline	10/31/2022 3:00:00 PM Eastern Time Zone
Description	***Applications will be reviewed on a rolling-basis.**

CDC Office and Location: A fellowship opportunity is available with the National Center for Health Statistics (NCHS) at the Centers for Disease Control and Prevention (CDC) in Hyattsville, Maryland.

The Centers for Disease Control and Prevention (CDC) is one of the major operation components of the Department of Health and Human Services. CDC works to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.

Research Project: The National Center for Health Statistics (NCHS) Research Data Center (RDC) provides approved researchers with access to confidential data for statistical and research purposes. One of the RDC's primary mission objectives is to provide excellent customer service to the researchers. Excellent customer service is fostered through management of researcher projects in an efficient and timely manner keeping the researcher apprised of their project's status and tracking project history. The RDC tracks project status using a proprietary custom project tracking database application that needs to be modernized to maintain high levels of customer satisfaction.

The candidate would use their database management skills and data quality and wrangling skills (e.g., cleaning data, data error detection and managing missing data input) to revise and update the existing project tracking database. And, through using Microsoft (MS) Teams/Office 365 software tools (e.g., MS Lists), the candidate will apply their knowledge to suggest and update the RDC's business processes through modernizing how the RDC could centrally track business processes and documents while helping to build the tools necessary to centralize project documents

and track project status and invoices.

Learning Objectives: As a result of this training, the participant will improve their skills in data wrangling, MS Office/365 applications, and practical real-life interactions and business processes within a federal agency delivering excellent customer satisfaction.

Mentor(s): The mentors for this opportunity are Carolyn Neal (icf9@cdc.gov) and J. Neil Russell (jkr9@cdc.gov). If you have questions about the nature of the research please contact the mentor(s).

Anticipated Appointment Start Date: September 12, 2022. Start date is flexible and will depend on a variety of factors.

Appointment Length: The appointment will initially be for eight months, but may be renewed upon recommendation of CDC and is contingent on the availability of funds.

Level of Participation: The appointment is part-time (20 hours per week).

Participant Stipend: The participant will receive a monthly stipend commensurate with educational level and experience.

Citizenship Requirements: This opportunity is available to U.S. citizens only.

ORISE Information: This program, administered by ORAU through its contract with the U.S. Department of Energy (DOE) to manage the Oak Ridge Institute for Science and Education (ORISE), was established through an interagency agreement between DOE and CDC. Participants do not become employees of CDC, DOE or the program administrator, and there are no employment-related benefits. Proof of health insurance is required for participation in this program. Health insurance can be obtained through ORISE.

The successful applicant(s) will be required to comply with Environmental, Safety and Health (ES&H) requirements of the hosting facility, including but not limited to, COVID-19 requirements (e.g. facial covering, physical distancing, testing, vaccination).

Questions: Please visit our Program Website. After reading, if you have additional questions about the application process please email ORISE.CDC.NCHS@orau.org and include the reference code for this opportunity.

Qualifications The qualified candidate should have received a bachelor's degree in one of the relevant fields, or be currently pursuing the degree with completion before May 22, 2023. Degree must have been received within the past year.

Preferred skills:

- Database Management
  - Data Error Detection
  - Missing Data Input
  - Data Quality Control
  - Data Cleaning
  - Familiarity with Microsoft Access, Microsoft Office 365 Tools (e.g.,

Microsoft Lists) and Microsoft Teams

Eligibility Requirements	• **Citizenship:** U.S. Citizen Only • **Degree:** Bachelor's Degree received within the last 12 months or anticipated to be received by 5/22/2023 12:00:00 AM. • **Discipline(s):** ○ **Computer, Information, and Data Sciences** (5 👁)
Affirmation	I certify that I have not previously been employed by CDC or by a contractor working directly for CDC. I understand that CDC does not permit individuals with a prior employment relationship with CDC or its contractors to participate as trainees in the ORISE program. (Exceptions may be granted for individuals who, since the previous CDC employment, have obtained a new STEM degree which necessitates training in a new field.)