

Opportunity Title: CDC Incident Manager Training and Development Program - Education and Training Specialist Fellowship

Opportunity Reference Code: CDC-CPR-2023-0025

Organization Centers for Disease Control and Prevention (CDC)

Reference Code CDC-CPR-2023-0025

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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 5/3/2023 3:00:00 PM Eastern Time Zone

Description *Applications will be reviewed on a rolling-basis.

CDC Office and Location: An ORISE fellowship opportunity is available in the Plans, Training, Exercise, and Evaluation Branch (PTEE), Division of Emergency Operations within the Center for Preparedness and Response (CPR), at the Centers for Disease Control and Prevention (CDC) in Atlanta, Georgia

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 Incident Manager Training and Development Program (IMTDP) is an agency-wide program that strengthens the Centers for Disease Control and Prevention's response leadership capacity by preparing CDC leaders to lead in a public health emergency. As such, IMTDP trains a cadre of response leaders on an annual basis and will expand its curriculum to other critical response leader roles.

Under the guidance of a mentor, the ORISE fellow will co-lead the design, development, vetting, and implementation of education and learning material for role-specific training.

Learning Objectives: This fellowship will offer the opportunity to learn about and obtain hands-on experience in the following activities:

- 1. Conduct content research as part of the curriculum development process. Review and analyze relevant data and communicate findings to multiple audiences, including senior leadership.
- 2. Design and develop curriculum in collaboration with subject matter



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experts (SMEs). Develop and tailor existing IMTDP learning products (e.g., case studies, presentation slides, applied learning activities, handouts, worksheets, lesson maps).

- 3. Identify user needs, analyze and logically organize technical information, and transform complex bodies of information into professionally designed, engaging, and effective educational material.
- 4. Analyze content, job tasks, and learning environments to identify appropriate instructional strategies and define learning objectives.
- 5. Collaborate with SME's at a high and strategic level and drive the development of experiential training methods.
- 6. Conduct training evaluation (e.g. qualitative and quantitative surveys) to inform improvement of curriculum and educational materials.
- 7. Support training administration and development utilizing the CDC LMS. 8. Support IMTDP with the development of articles, presentations, and scientific publications.

Mentor(s): The mentor for this opportunity is Silvia Trigoso (kje0@cdc.gov). If you have questions about the nature of the research please contact the mentor(s).

Anticipated Appointment Start Date: February 20, 2023. Start date is flexible and will depend on a variety of factors.

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

Level of Participation: The appointment is full-time.

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.CPR@orau.org and include the reference code for this opportunity.

Qualifications The qualified candidate should have received a bachelor's, master's, or doctoral degree in one of the relevant fields (e.g. Health Education, Instructional Design and Learning). Most recent degree must have been received within five years of the appointment start date.

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Preferred Skills/Experience:

- 1. Experience applying adult learning theory to develop education and learning materials is strongly preferred.
- 2. Strong oral and written communication skills for various audiences.
- 3. Ability to synthesize information into key messages.
- 4. Literature review experience.
- 5. Strong proficiency with Microsoft Office products (Word, PPT, Excel).
- 6. Experience in or knowledge in eLearning software such as Captivate.
- 7. Strong knowledge and expertise in developing and designing education and training material based on adult learning theory is strongly preferred.
- 8. Experience in or knowledge of issues in public health preparedness and response is preferred, but not required.

- Eligibility Requirements**
- **Citizenship:** U.S. Citizen Only
 - **Degree:** Bachelor's Degree, Master's Degree, or Doctoral Degree received within the last 60 month(s).
 - **Academic Level(s):** Post-Bachelor's, Postdoctoral, or Post-Master's.
 - **Discipline(s):**
 - **Communications and Graphics Design** ([6](#) )
 - **Life Health and Medical Sciences** ([48](#) )
 - **Social and Behavioral Sciences** ([29](#) )

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.)