

Opportunity Title: CDC Technical Team Fellowship
Opportunity Reference Code: CDC-OLSS-2023-0161

Organization Centers for Disease Control and Prevention (CDC)

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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.

If you have questions, send an email to ORISE.CDC.OLSS@oraui.org. Please include the reference code for this opportunity in your email.

Application Deadline 8/7/2023 3:00:00 PM Eastern Time Zone

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

CDC Office and Location: A fellowship opportunity is now available with the Office of Laboratory Science and Safety (OLSS) at the Centers for Disease Control and Prevention (CDC), in Atlanta, Georgia.


Research Project: CDC's Office of Laboratory Science and Safety provides high-level oversight and coordination of critical laboratory science policies and operations, particularly those associated with laboratory safety and quality management programs at all CDC campuses. OLSS initiatives serve to promote and advance CDC's laboratory science both within and external to the agency. Its mission, is to strengthen the culture of laboratory science and safety through leadership, collaboration, training and continuous quality improvement. OLSS is seeking a participant who is interested in its mission, and in learning more about laboratory safety and quality through the coordination and oversight of CDC's laboratory-related boards, committees, and council that fall under the purview of OLSS and are charged with providing guidance for important laboratory activities across the agency.


This fellowship will entail learning from, and collaborating with mentor(s) to contribute to the following activities: i) coordination, administration, and technical innovation of the boards, committees, and or/council that fall under OLSS's purview. Each one has a unique purpose and charge including the review of scientific protocols throughout the year for both internal and external policy compliance; and providing high-level oversight regarding CDC training, and laboratory safety and quality policies and initiatives; and ii) coordination and implementation of advanced software systems, as well as the development and management of data storage,




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tracking and visualization tools. The participant will be trained in the integration, interpretation, and analysis of data from disparate systems to provide the organization with information to make key business decisions. The fellow will have an opportunity to learn about developing process improvements, implementation of advanced software systems, as well as the development and management of data storage, tracking and visualization tools. Additionally, there will be opportunities to learn about technical writing, especially as it relates to Standard Operating Procedures (SOPs) that capture critical coordination processes. And finally, the fellow will be able to strengthen soft skills such as communication, diplomacy, problem-solving, and critical thinking.

Learning Objectives: Learning opportunities may include mentorship for the following:

- Logistical coordination
- Administrative and technical facilitation
- Gathering software and systems requirements
- Performing data analysis and management of large data sets
- Developing reports utilizing data visualization tools
- Providing metrics and statistical analysis
- Writing and editing scientifically technical documents

Mentor(s): The mentor for this opportunity is Katherine Butler Smart (jno7@cdc.gov). If you have questions about the nature of the research please contact the mentor(s).

Anticipated Appointment Start Date: August 1, 2023. Start date is flexible.

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

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the application process please email ORISE.CDC.OLSS@orau.org and include the reference code for this opportunity.

Qualifications The qualified candidate should have received a master's degree in one of the relevant fields (e.g. Biological or Physical Sciences, Public Health, Community Health, Information Technology). Most recent degree must have been received within the past five years.

- Eligibility Requirements**
- **Citizenship:** U.S. Citizen Only
 - **Degree:** Master's Degree received within the last 60 month(s).
 - **Discipline(s):**
 - **Business** ([1](#))
 - **Chemistry and Materials Sciences** ([12](#))
 - **Communications and Graphics Design** ([6](#))
 - **Computer, Information, and Data Sciences** ([17](#))
 - **Environmental and Marine Sciences** ([14](#))
 - **Life Health and Medical Sciences** ([48](#))

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.)