

**Opportunity Title:** CDC's NCIRD Public Health Internship Program (PHIP) - Organizational Effectiveness & Workforce Improvement Research  
**Opportunity Reference Code:** CDC-NCIRD-2024-0246

**Organization** Centers for Disease Control and Prevention (CDC)

**Reference Code** CDC-NCIRD-2024-0246

**How to Apply** *To submit your application, scroll to the bottom of this opportunity and click **APPLY**.*

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.

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**Application Deadline** 1/12/2025 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 within the Human Capital Office in the [National Center for Immunization and Respiratory Diseases \(NCIRD\)](#) at the Centers for Disease Control and Prevention (CDC) in Atlanta, Georgia. **This opportunity can be part-time or full-time and is eligible for 100% remote participation from Atlanta, Georgia.**

The [Centers for Disease Control and Prevention \(CDC\)](#) is one of the major operations 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.

The mission of NCIRD is the prevention of disease, disability, and death through immunization and by control of respiratory and related diseases. The [NCIRD Office of the Director \(OD\)](#) oversees, coordinates, and evaluates activities across the Center, and collaborates with the Divisions to advance strategic priorities, such as data modernization, advancing health equity, and improve ongoing operations across science, program, policy, communication, and financial and human capital management.

Within NCIRD's Office of the Director is the Human Capital Office (HCO) whose goal is to enrich NCIRD's workforce environment and foster a sense of belonging promoting a culture of continuous improvement and employee well-being through innovative and evidence-based



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approaches. HCO comprises of three distinct yet interrelated teams, each dedicated to a specific aspect of our workforce:

- **Workforce Development Team:** Develops and implements workforce strategy across the center to support NCIRD's mission and goals and advance staff professional development. The team designs training programs that will help staff reach their full potential and contribute to the continued success of our center.
- **Talent Management Team:** Leads center-wide strategic recruitment and retention initiatives to address current and forecasted skills gaps and incorporate innovative approaches to help strengthen NCIRD's workforce.
- **Internal Communications Team:** Fosters a vibrant and connected workplace where all staff members are involved and inspired. They create meaningful engagement opportunities for staff, especially with leaders, that contribute to a culture of collaboration and support. Effective communication is the lifeblood of any successful organization, and this team will ensure you have multiple ways to engage with senior leadership and each other, creating a workplace where every voice is heard, and together, we grow and succeed as a team.

**Research Project:** HCO is looking for a qualified and highly motivated candidate that will receive training from mentors across all 3 HCO teams in developing, implementing, managing, and evaluating research projects that inform the development of effective strategies and interventions to promote workforce improvement, staff engagement, and enhance organizational effectiveness. The fellow will also learn how to analyze and implement NCIRD's Workforce Strategic Plans while gaining experience in communicating and collaborating with internal and external partners/SMEs.

**Learning Objectives:** The fellow will receive training in the following:

- Synthesize and analyze qualitative and quantitative data – interpret results of workforce data analysis
- Monitoring and evaluation of strategic workforce action plans and implemented activities
- Communicate audience-appropriate content, both in writing and through oral presentation
- Collaborate and coordinate with internal and external partners
- Enhance knowledge of public health programs with NCIRD
- Develop data collection, management analysis, and reporting tools.
- Draft and edit short research memos, one-pagers, presentations, etc.
- Produce PowerPoint presentations, dashboards, and other visuals summarizing data analyses and/or activity progress

**Mentor(s):** The mentor for this opportunity is Abdoulie Senesie ([yxv2@cdc.gov](mailto:yxv2@cdc.gov)). If you have questions about the nature of the research please contact the mentor(s).

**Anticipated Appointment Start Date:** March 10, 2025. Start date is

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flexible and will depend on a variety of factors.

**Appointment Length:** The appointment will initially be for six months, 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:** Stipend rates may vary based on numerous factors, including opportunity, location, education, and experience. If you are interviewed, you can inquire about the exact stipend rate at that time and if selected, your appointment offer will include the monthly stipend rate.

**Citizenship Requirements:** This opportunity is available to U.S. citizens, Lawful Permanent Residents (LPR), and foreign nationals. Non-U.S. citizen applicants should refer to the [Guidelines for Non-U.S. Citizens Details page](#) of the program website for information about the valid immigration statuses that are acceptable for program participation.

**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.NCIRD@orau.org](mailto:ORISE.CDC.NCIRD@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. Degree must have been received within the past five years.

**Preferred Skills:**

- Experience with quantitative and qualitative research
- Project Management Skills
- Advance proficiency in using Microsoft Office 365 – Excel, PowerPoint, Teams, Forms, and SharePoint.
- Significant experience with data analysis and visualization
- Experience with program planning, development, monitoring and evaluation
- Excellent written and oral communication, critical thinking, and problem-solving skills

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- Flexibility and ability to perform in a dynamic environment independently and as part of a team.

**Point of Contact** [Michele Morrison](#)

**Eligibility Requirements** • **Degree:** Bachelor's Degree, Master's Degree, or Doctoral Degree received within the last 60 month(s).

- **Discipline(s):**
  - **Chemistry and Materials Sciences** ([12](#))
  - **Communications and Graphics Design** ([6](#))
  - **Computer, Information, and Data Sciences** ([17](#))
  - **Earth and Geosciences** ([21](#))
  - **Engineering** ([27](#))
  - **Environmental and Marine Sciences** ([14](#))
  - **Life Health and Medical Sciences** ([51](#))
  - **Mathematics and Statistics** ([11](#))
  - **Other Non-Science & Engineering** ([13](#))
  - **Physics** ([16](#))
  - **Science & Engineering-related** ([2](#))
  - **Social and Behavioral Sciences** ([30](#))

**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.)