

Opportunity Title: CDC Data Management Fellowship
Opportunity Reference Code: CDC-CSELS-2019-0200

Organization Centers for Disease Control and Prevention (CDC)

Reference Code CDC-CSELS-2019-0200

How to 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.

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

Application Deadline 10/3/2019 3:00:00 PM Eastern Time Zone

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

A research opportunity is currently available with the Division of Scientific Education and Professional Development (DSEPD), Center for Surveillance, Epidemiology and Laboratory Services (CSELS) at the Centers for Disease Control and Prevention (CDC) located in Atlanta, GA.

DSEPD's mission is to improve health outcomes through a competent, sustainable, and empowered public health workforce. Our programs include fellowships and student programs, training and continuing education for health professionals, and activities for students and teachers interested in learning about public health.

The main purpose of this research opportunity is to strengthen management and evaluation of our programs by using DSEPD's Electronic Fellowship Management System (eFMS). eFMS collects application data from hundreds of candidates interested in our programs each year. DSEPD seeks to better use eFMS data to support the selection processes. Under the guidance of a mentor, the participant should expect to gain data management, analytical, communications, and problem-solving skills. This project will offer the opportunity to learn about and obtain hands-on experience in the following activities:

- Contribute to the implementation and coordination of all aspects of the selection process for fellowships and student program within the Epidemiology Workforce Branch, such as Epidemiology Elective Program, Laboratory Leadership Service, and the Epidemic Intelligence Service
- Coordinate and collaborate with DSEPD program staff and leadership to identify priority improvements and additions to the division's fellowship management system
- Participate in the development of approaches to effectively manage and access data stored in the fellowship management system
- Implement changes to information collected through the division's fellowship management system, collaborating with division fellowship programs and system managers
- Contribute to the development of dashboards and other data visualization activities to transform large data into useful, real-time information
- Collaborate with DSEPD program evaluation staff to integrate fellowship exit surveys and evaluation reporting into the fellowship management system



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- Contribute to the development of standard operating procedures and other support for using the fellowship management system

This opportunity includes a \$1,500 professional development stipend that the participant can use for training, conferences, or other professional development activities. The participant will also be given the opportunity to participate in HHS and CDC training programs, including training activities and DSEPD fellow's community of practice, and will be expected to attend technical seminars and presentations held throughout the appointment period.

This program, administered by ORAU through its contract with the U.S. Department of Energy to manage the Oak Ridge Institute for Science and Education, was established through an interagency agreement between DOE and CDC. The initial appointment can be up to one year, but may be renewed upon recommendation of CDC contingent on the availability of funds. The participant will receive a monthly stipend commensurate with educational level and experience. Proof of health insurance is required for participation in this program. The appointment is full-time at CDC in the Atlanta, Georgia, area. Participants do not become employees of CDC, DOE or the program administrator, and there are no employment-related benefits.

Qualifications The qualified candidate should have received a master's degree in one of the relevant fields, or be currently pursuing the degree and will reach completion by September 9, 2019. Degree must have been received within five years of the appointment start date.

Preferred skills:

- Attention to detail and strong organizational skills
- Strong proficiency with Microsoft Office products (Word, PowerPoint, Excel)
- Ability to quickly learn and use new software programs
- Experience in data management
- Strong oral and written communication to various audiences
- Ability to synthesize information into key messages
- Strong interpersonal skills and ability to collaborate effectively in a multidisciplinary environment
- Interest and experience in public health workforce development

Eligibility Requirements

- **Degree:** Master's Degree received within the last 60 months or anticipated to be received by 9/9/2019 11:59:00 PM.
- **Discipline(s):**
 - **Computer, Information, and Data Sciences** (1 [👁](#))
 - **Life Health and Medical Sciences** (3 [👁](#))
 - **Other Non-Science & Engineering** (3 [👁](#))
 - **Social and Behavioral Sciences** (27 [👁](#))