Opportunity Title: FDA Business Process Automation (BPA) Fellowship
Opportunity Reference Code: FDA-OWH-2022-05

Organization	U.S. Food and Drug Administration (FDA)
Reference Code	FDA-OWH-2022-05
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!

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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

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

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

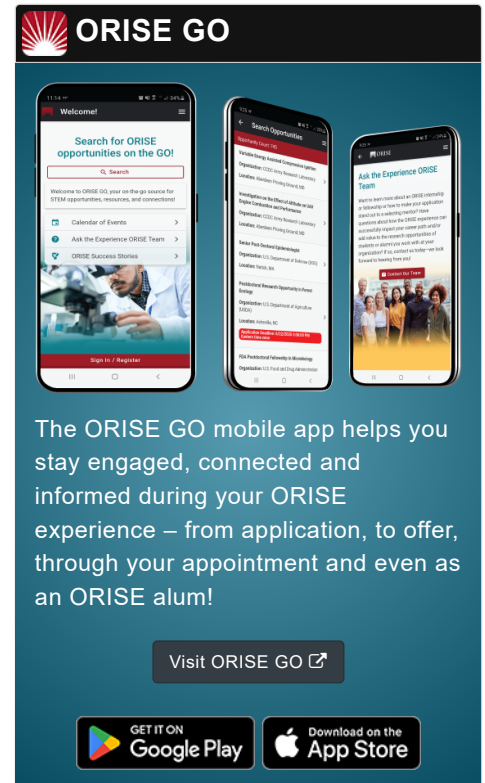|	
Application Deadline	3/2/2022 3:00:00 PM Eastern Time Zone
Description	***Applications will be reviewed on a rolling-basis.***

A research opportunity is currently available with the Operations Team of the Office of Women's Health (OWH), Office of Commissioner (OC), U.S. Food and Drug Administration (FDA) located in Silver Spring, Maryland.

The Operations Team is within the Office of Women's Health that provides professional administrative management services to the Science and Outreach & Communications Programs. The emergence of new technologies and the shift to an all-virtual environment has presented specific technology related challenges. This project will explore business process automation (BPA) solutions that will execute recurring tasks in replacement of manual efforts. Execution of this project will increase efficiency and eliminate errors.

Under the guidance of a mentor, the participant will explore emerging technologies, including but not limited to, Microsoft Power Platform, Dynamics 365, and SharePoint, to develop and apply skills to streamline and standardize business processes, as well as Form and Work flow development, Screencast video development, and Virtual Meeting management (Adobe Connect, Zoom). In addition, these skills will help the student become more proficient in how to use computers and computational processes to build websites, mine data and become more familiar with how FDA applies the computer sciences towards its mission

Anticipated Appointment Start Date: February 2022 (start date is flexible)

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 FDA. The initial appointment is for one year, but may be renewed upon recommendation of FDA contingent on the availability of funds. The participant will receive a monthly stipend

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commensurate with educational level and experience. Proof of health insurance is required for participation in this program. The appointment is full-time at FDA in the Silver Spring, Maryland, area. Participants do not become employees of FDA, DOE or the program administrator, and there are no employment-related benefits.

Completion of a successful background investigation by the Office of Personnel Management is required for an applicant to be on-boarded at FDA. OPM can complete a background investigation only for individuals, including non-US Citizens, who have resided in the US for a total of three of the past five years.

FDA requires ORISE participants to read and sign their FDA Education and Training Agreement within 30 days of his/her start date, setting forth the conditions and expectations for his/her educational appointment at the agency. This agreement covers such topics as the following:

- Non-employee nature of the ORISE appointment;
- Prohibition on ORISE Fellows performing inherently governmental functions;
- Obligation of ORISE Fellows to convey all necessary rights to the FDA regarding intellectual property conceived or first reduced to practice during their fellowship;
- The fact that research materials and laboratory notebooks are the property of the FDA;
- ORISE fellow's obligation to protect and not to further disclose or use non-public information.

Qualifications

The qualified candidate should be currently pursuing or have received a bachelor's or master's degree in one of the relevant fields. Degree must have been received within the past five years.

Preferred skills:

- Knowledge in business process automation (BPA)
- Skills in Microsoft Power Platform, Dynamics 365, SharePoint, Oracle, JAVA
- Project Management

Eligibility Requirements

- **Citizenship:** U.S. Citizen Only
- **Degree:** Bachelor's Degree or Master's Degree received within the last 60 months or currently pursuing.
- **Academic Level(s):** Graduate Students, Post-Bachelor's, Post-Master's, or Undergraduate Students.
- **Discipline(s):**
  - **Computer, Information, and Data Sciences** (17 👁)
  - **Engineering** (3 👁)

Affirmation

Have you lived in the United States for at least 36 out of the past 60 months? (36 months do not have to be consecutive.)