

**Opportunity Title:** CDC Fellowship on Incident Management Training & Development - Evaluator Fellowship

**Opportunity Reference Code:** CDC-CPR-2022-0272



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

**Reference Code** CDC-CPR-2022-0272

**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!

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** 9/19/2022 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 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 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 CDC 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 an ORISE mentor, the ORISE Fellow will support program monitoring and evaluation activities. The ORISE Fellow may have the opportunity to be involved in the management and analysis of qualitative and quantitative data, data interpretation, preparation of reports, briefs, and presentations.

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

1. Evaluate the effectiveness of education and training material by synthesizing qualitative and quantitative data to write summary reports with actionable recommendations.
2. Support IMTDP program evaluation efforts to inform business impact/metrics.
3. Develop program standard operating procedures (SOPs) by documenting procedures for analysis and reporting on Incident Manager (IM) cadre analysis, Plug and Play metric, and ad hoc analysis.
4. Augment to existing program evaluation efforts by developing, pilot testing, and implementing a program satisfaction survey. Analyze data from survey and communicate findings to multiple audiences.
5. Support IMTDP with development of evidence-informed briefs and presentations.
6. Participate in qualitative and quantitative data analysis training available through CDC University.

**Mentor(s):** The mentor for this opportunity is Catherine Piper ([cub3@cdc.gov](mailto:cub3@cdc.gov)). If you have questions about the

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nature of the research please contact the mentor(s).

**Anticipated Appointment Start Date:** **September 1, 2022.** 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](mailto:ORISE.CDC.CPR@orau.org) and include the reference code for this opportunity.

**Qualifications** The qualified candidate should have received a master's or doctoral degree in one of the relevant fields (e.g. Evaluation, Social Sciences, Public Health), or be currently pursuing one of the degrees with completion before the appointment start date. Degree must have been received within five years of the appointment start date.

Preferred Skills/Experience:

1. Significant coursework in program evaluation and qualitative and quantitative data analysis
2. Strong knowledge and expertise in translating qualitative and quantitative data into actionable recommendations and decision-making
3. Knowledge of how to manage and analyze large datasets using Microsoft Excel. Familiarity with software such as PowerBI, Access and SAS is recommended
4. Experience in or knowledge of issues in public health preparedness and response
5. Experience applying principles of program evaluation
6. Strong scientific writing skills
7. Attention to detail with data analysis and interpretation
8. Strong proficiency with qualitative data analysis tools and Microsoft Office products (Word, PPT, Excel, Access)

**Eligibility Requirements**

- **Citizenship:** U.S. Citizen Only
- **Degree:** Master's Degree or Doctoral Degree received within the last 60 months or currently pursuing.
- **Discipline(s):**
  - **Communications and Graphics Design** (1 [👁](#))
  - **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,

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since the previous CDC employment, have obtained a new STEM degree which necessitates training in a new field.)