

Opportunity Title: CDC Fellowship Program Development and Implementation

Opportunity Reference Code: CDC-CSELS-2023-0157

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.

Application Deadline 7/31/2023 3:00:00 PM Eastern Time Zone

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

CDC Office and Location: A research opportunity is currently available within the Center for Surveillance, Epidemiology, and Laboratory Services (CSELS) at the Centers for Disease Control and Prevention (CDC) in Atlanta, Georgia.

Research Project: Fellows will participate in certain projects and activities that will offer learning, training, and experiential application of technical and programmatic skills within the Division of Workforce Development. Additionally the fellow will have opportunity to participate in collateral didactic and experiential learning opportunities available at CDC based on their individual interests and goals.

The fellow selected will support and learn through engagement in the following division initiatives:

- **Fellow Program Expansion:** The division is currently undergoing a significant expansion in the size and scope of its fellowship programs. The fellow, under the guidance of the mentor and the Associate Director for Program will learn about business and program management techniques for tracking of centralized programmatic, operational, technology, and overall project management activities. With guidance from their mentor, the fellow will support further developing and refining the Deputy Director's strategy, effectively implementing, executing, and communicating that strategy across the Division, and identifying programmatic activities that support its goals and objectives. Related skillset: facilitation, communication, strategic thinking, project management.
- **DWD Science and Learning Seminar Series:** Leadership from the Science Office, Education and Training Services Branch (ETSB), and the Senior Advisor for Professional Development collaborated to establish twice monthly scientific and programmatic learning events for



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DWD staff. This fellowship offers an opportunity to gain knowledge and experience around workforce development theory, techniques, and application, while further developing the fellow's problem-solving, program development, program implementation, communication, and collaboration skills. Example activities within this initiative include collaborating on designing, planning, and implementing an expansion of the series, applying evaluation techniques to analyze feedback, coordinating logistics and scheduling, and applying plain language and clear communication techniques to marketing materials.

- **DWD Employee Engagement Workgroup (EEW):** DWD is committed to providing opportunities for ongoing engagement with staff. To meet this need, DWD established the EEW, comprised of staff of across all organizational units and varying professional backgrounds and positions within the Division, championed by the Senior Advisor for Professional Development and coordinated by the Workforce and Career Development Specialist. Members of the EEW develop and implement activities and programs that support employee retention, recognition, and professional development. The fellow will have the opportunity to participate within the EEW, where they will learn from colleagues from across the division on creative strategies and approaches to implementing EEW programs and activities, conduct progress reviews, engage in the peer-to-peer Book Club discussion/exchange, and develop related communication products. This opportunity will facilitate networking with professionals around the division as well.
- **DWD Strategic Planning:** DWD will be refreshing its strategic framework to align the organizations strategic goals with new and emerging priorities at the center, agency and national levels. The process of refreshing the division's strategic framework will be collaborative, involving senior staff throughout the division. This fellowship offers an opportunity to help facilitate strategic planning, and develop and distribute information about the division's strategic priorities. More specifically, the fellow will have an up-close view of the strategic planning process by participating in leadership discussions and decision-making, offering an opportunity to learn about the long- and short-term planning process. Specific activities including tracking progress and providing status updates, developing materials, and supporting logistics and administrative activities.

Learning Objectives: At the conclusion of the fellowship, the fellow will be able to:

1. Apply business and program management principles, practices, and their application
2. Develop and implement strategic planning within a large, and evolving program
3. Develop communication products and materials using plain language and clear communications techniques
4. Develop and implement a variety of employee engagement initiatives to strengthen teamwork, bolster diversity, equity, and inclusion, and foster cross collaboration among colleagues

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Mentor(s): The mentor for this opportunity is David Hunter (exu5@cdc.gov). If you have questions about the nature of the research please contact the mentor(s).

Anticipated Appointment Start Date: November 1, 2023. 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, 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.CSELS@orau.org and include the reference code for this opportunity.

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

Preferred skills:

- Excellent oral and written communication skills
- Experience managing programs or projects with multiple components
- Experience with Microsoft suite of products
- Excellent organizational skills
- Solid data analysis skills
- Interest in workforce development and training

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**Eligibility
Requirements**

- **Degree:** Master's Degree received within the last 60 months or currently pursuing.
- **Discipline(s):**
 - **Business** ([11](#) 👁)
 - **Communications and Graphics Design** ([6](#) 👁)
 - **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.)