

Opportunity Title: CDC's National Center for Immunization and Respiratory Diseases (NCIRD) Public Health Internship Program – Quality Improvement & Knowledge Management Fellowship

Opportunity Reference Code: CDC-NCIRD-2023-0256

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.

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

Application Deadline 12/22/2023 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 with the Meningitis and Vaccine Preventable Diseases Branch (MVPDB), within the [Division of Bacterial Diseases \(DBD\)](#), 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% telework from Atlanta, GA or San Juan, PR.**

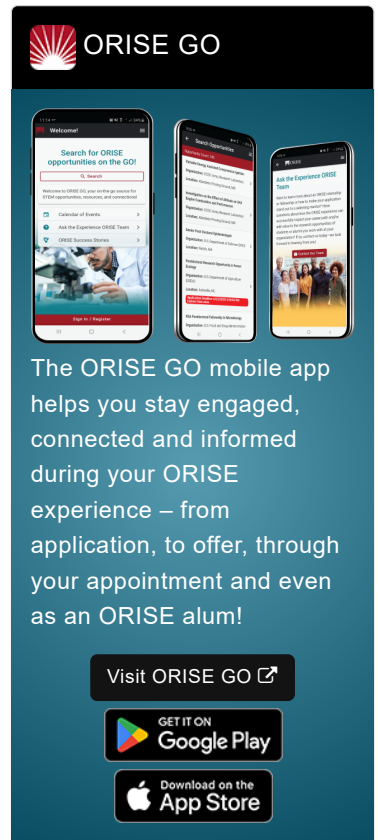
The [Centers for Disease Control and Prevention \(CDC\)](#) is one of the major operation components of the Department of Health and Human Services. CDC works to protect America from health, safety, and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.

The mission of the Division of Bacterial Diseases (DBD) is to prevent and control illness and death from vaccine-preventable and other respiratory bacterial diseases, in the United States and worldwide, through leadership in epidemiologic and laboratory science and vaccine policy. Within DBD is the Meningitis and Vaccine Preventable Diseases Branch (MVPDB) which focuses on the epidemiologic and laboratory aspects of five bacterial pathogens: - *Bordetella pertussis*, *Clostridium tetani*, *Corynebacterium diphtheriae*, *Haemophilus influenzae* and *Neisseria meningitidis*.

NCIRD - [Immunization and Respiratory Diseases \(NCIRD\) Home | CDC](#)


Research Project: DBD is CDC's primary unit responsible for bacterial


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respiratory and vaccine-preventable diseases. The division is also committed to efficiently and effectively supporting public health programs and research through excellence in management and operations functions.

MVPDB is seeking qualified and motivated candidate(s) to promote and support population health by providing a variety of clerical, administrative and technical support services. The intern(s) will participate under general supervision and/or as part of various workgroups and teams to conduct an assessment of the laboratory and quality records within the branch. The candidates will assist in creating a centralized system for management and archival of records based on a prescribed schedule, and a comprehensive document history for the branch's procedures.

Learning Objectives: The activities listed below represent the minimum training opportunities that the fellow will complete:

- Develop a records and/or document management plan.
- Develop an enhanced onboarding/personnel training process.
- Provide input for developing, implementing, evaluating, and improving policies, related to CDC Records Retention policies.
- Apply strategies for continuous quality improvement.
- Facilitate communication among individuals, groups, and organizations.
- Assist in the coordination of activities related document and personnel management.

Mentor(s): The mentor for this opportunity is **Andita Clarke** (hta5@cdc.gov). If you have questions about the nature of the research, please contact the mentor.

Anticipated Appointment Start Date: **February 12, 2024.** 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, or part-time, and is negotiable.

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

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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 and include the reference code for this opportunity.

Qualifications The qualified candidate should be a current University of Puerto Rico School of Medicine and Biomedical Sciences student pursuing a master's, doctoral, or medical degree in Biomedical Sciences, Health Sciences, Medicine, Public Health, or other related disciplines. Recent graduates from UPR will also be considered, and a degree must have been received within the past five years.

Preferred skills:

- Interest in vaccine-preventable and respiratory diseases and vaccines
- Communication (oral/written)
- Detail-oriented and organized
- Experience in keeping accurate reports and records
- Familiarity with SharePoint workflow and Microsoft Access

Eligibility Requirements • **Degree:** Bachelor's Degree, Master's Degree, or Doctoral Degree received within the last 60 months or currently pursuing.

- **Discipline(s):**
 - **Business** ([11](#))
 - **Communications and Graphics Design** ([6](#))
 - **Computer, Information, and Data Sciences** ([17](#))
 - **Life Health and Medical Sciences** ([51](#))
 - **Mathematics and Statistics** ([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.)