

**Opportunity Title:** CFSAN Quality Assurance - FDA  
**Opportunity Reference Code:** FDA-CFSAN-OCD-2016-0118

**Organization** U.S. Food and Drug Administration (FDA)

**Reference Code** FDA-CFSAN-OCD-2016-0118

**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
- Two educational or professional references

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

If you have questions, send an email to [FDArpp@orau.org](mailto:FDArpp@orau.org). Please include the reference code for this opportunity in your email.

**Description** A project is available in support of the CFSAN Quality Assurance mission by assisting with and performing a variety of duties that support CFSAN priorities, to include administer on work related to assuring the quality of work processes, business processes and delivery of services needed to carry out CFSAN activities with the laboratory. The participant will help OIP achieve and maintain total quality and excellent customer service throughout the Center.

The participant may receive training and hands-on experience in the following areas:

- Maintenance of a Quality Assurance Standard Operating Procedures, (SOP) binder, along with learning to development process of various SOPs and quality policies
- Communication with Staff College, and will learn about the development of web-based Quality Assurance annual training
- Development of Quality Assurance quarterly reports, newsletters, and biannual lunch and Learn program
- Understanding and knowledge in the day to day activities of OIP; such as reviewing, processing and tracking FDA for 3244(b), CFSAN Project Approval Records and FDA form ASPO1, Department of Health and Human Services, Public Health Services, Food and Drug Administration, Center for Food Safety and Applied Nutrition, Animal Study Protocol
- Scheduling, coordinating, and conducting non-GLP internal audits of all research laboratory based offices, support organizations and CFSAN facilities. Will support findings to ensure the criteria of the Center's QA Program and regulatory documents are in compliance
- Reporting and providing feedback of internal audits results to the Office Director and Division Directors

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



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upon recommendation of FDA 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 FDA in the College Park, MD area. Participants do not become employees of FDA or the program administrator, and there are no fringe benefits paid.

**Qualifications** A bachelors degree in biological sciences, chemistry, pharmacy, physical sciences, food technology, nutrition, medical science, engineering, epidemiology, veterinary medical science received within the last 5 years. Five years experience required. Masters preferred.

- Eligibility Requirements**

- **Degree:** Bachelor's Degree or Master's Degree received within the last 60 month(s).
  - **Discipline(s):**
    - **Chemistry and Materials Sciences** ([12](#) 👁)
    - **Engineering** ([27](#) 👁)
    - **Environmental and Marine Sciences** ([1](#) 👁)
    - **Life Health and Medical Sciences** ([45](#) 👁)