

Opportunity Title: CDC Division of Workforce Development Data Management

Fellow

Opportunity Reference Code: CDC-PHIC-2024-0155

Organization Centers for Disease Control and Prevention (CDC)

Reference Code CDC-PHIC-2024-0155

How to Apply *To submit your application, scroll to the bottom of this opportunity and click **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
- 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.

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Application Deadline 9/23/2024 3:00:00 PM Eastern Time Zone

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

CDC Office and Location: A research opportunity is available in the Centers for Disease Control and Prevention (CDC), located in Atlanta, Georgia. Candidate should reside within 50 miles of the official duty location (Atlanta, Georgia). Remote participation is available from within 50 miles of the official duty location.

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.

Research Project: Under the guidance of a mentor, the fellow in this opportunity will learn how to plan, design, build, implement, and evaluate a data management platform to store, organize, track, share, sync (SharePoint, Zoom, TEAMS, etc.), search, and manage data, with version and access controls to auto populate customizable reports with data visualization capabilities to report on impact and demonstrate the value add of the Division of Workforce Development (DWD) Policy, Partnerships, and Recruitment office. This will involve collaborating closely with staff from the DWD evaluation, communication, and data analysis units. COVID-19 highlighted the importance of a capable and nimble public health workforce. This fellowship offers the unique opportunity to make a significant impact on workforce development while enhancing the individual's technical (data

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management, visualization, analysis, translation) and practical (problem-solving, communication, collaboration) skills.

Learning Objectives: Below are additional descriptive details of the specific tasks the fellow will gain experience and expertise in during the fellowship:

- Collaborate to analyze data needs (place to collect policy, legislative, and issues management data) and evaluate existing data collection tools to recommend the best platform to use to collate all data sources (TEAMS, Zoom, and DWD SharePoint Partnership Portal) into one platform.
- Collaborate to design, develop, and implement a single data collection system (e.g. SharePoint) leveraging existing systems as much as possible.
- Collaborate to conduct collect, enter, and organize data using the best possible methods into the new data collection system (e.g. SharePoint).
- Collaborate to conduct data entry, extraction, and use the database to respond to data inquires.
- Collaborate to analyze, interpret, extract, and evaluate data collected by designing and implementing data visualization tools to automatically display the data and pull reports (e.g. PowerBI).
- Collaborate to develop resources and tools to support others to ensure the efficiency, accuracy and use of the new data management system and troubleshoot data-related problems (e.g. SharePoint).
- Collaborate to protect and control data in the system by implementing quality control procedures and guidelines to protect from security breaches and data losses.
- Collaborate to ensure adherence to policies and procedures for effective data management and for data sharing with upper management, external stakeholders etc.

Mentor(s): The mentor for this opportunity is Erin Black (epm7@cdc.gov). If you have questions about the nature of the research please contact the mentor(s).

Anticipated Appointment Start Date: September 2, 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.

Participant Stipend: Stipend rates may vary based on numerous factors, including opportunity, location, education, and experience. If you are interviewed, you can inquire about the exact stipend rate at that time and if selected, your appointment offer will include the monthly stipend rate.

Citizenship Requirements: This opportunity is available to U.S. citizens, Lawful Permanent Residents (LPR), and foreign nationals. Non-

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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.PHIC@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 the one of the relevant fields. Degree must have been received within the past five years, or anticipated to be received by 5/29/2026.

Preferred skills:

- Experience working in a collaborative team environment.
- Experience developing written and oral communication products (reports, abstracts, presentations).
- Experience displaying excellent interpersonal and customer service skills.
- Experience with data visualization packages (Power BI, Tableau, R), dashboards, and report generation.
- Proficient in MS Office (Excel, Access, Word, etc.).
- Experience with data administration and management functions (collection, analysis, distribution etc.).
- Familiarity with modern database and information system technologies.
- Experience successfully managing data projects including meeting milestones and multiple deadlines simultaneously.
- Experience with professional skills including trustworthiness, dependability, initiative, problem solving, analytics, and results oriented.

Eligibility Requirements

- **Degree:** Master's Degree received within the last 60 months or anticipated to be received by 5/29/2026 12:00:00 AM.
- **Discipline(s):**
 - **Business** ([11](#))

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- **Communications and Graphics Design** ([6](#))
- **Computer, Information, and Data Sciences** ([17](#))
- **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.)