

Opportunity Title: CDC Digital Transformation Fellowship

Opportunity Reference Code: CDC-2026-0013

Organization Centers for Disease Control and Prevention (CDC)

Reference Code CDC-2026-0013

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 9/25/2026 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 with the Division of Environmental Health Science and Practice (DEHSP) of the National Center for Environmental Health (NCEH) at the Centers for Disease Control and Prevention (CDC) in Atlanta, Georgia.

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: This opportunity focuses on the study and application of artificial intelligence and machine learning methods for process automation within SharePoint and Microsoft enterprise platforms. Under the guidance of a mentor, the participant will explore research approaches related to large language model integration, intelligent document processing, workflow design, and data visualization techniques associated with HR, Budget, and Travel scenarios. Activities may include examining methods for translating standard operating procedures into automated workflows, evaluating AI/ML data interpretation methods, and investigating approaches for presenting process-related information through dashboards and reporting tools. The opportunity is designed to provide a mentored learning environment centered on technical skill development, applied research



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experience, and increased understanding of AI-enabled systems and process improvement concepts within a federal setting.

Learning Objectives: Through participation in this mentored research experience, the participant will gain practical knowledge of AI/ML applications for workflow automation, including experience with large language models, prompt engineering, intelligent document processing, and SharePoint-based system integration. The participant will develop skills in data analysis and visualization by exploring methods for transforming operational data into dashboards and metrics that communicate trends, process flow, and resource utilization to varied audiences. The opportunity will also provide experience in analyzing standard operating procedures, identifying automation opportunities, and translating business logic into research-based workflow designs while strengthening professional communication and technical documentation abilities. In addition, the participant will gain familiarity with approaches for validating AI/ML-generated outputs, developing user guidance materials, and participating in collaborative discussions related to technology adoption and process improvement within a federal research environment.

Mentor(s): The mentor for this opportunity is Bethany Anderson (bj3@cdc.gov). If you have questions about the nature of the research please contact the mentor(s).

Anticipated Appointment Start Date: August 24, 2026. 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 and Lawful Permanent Residents (LPR) 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

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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 CDCCrpp@orau.org and include the reference code for this opportunity.

Qualifications The qualified candidate should have received a master's degree in one of the relevant fields. Degree must have been received within the past five years. Preferred fields of study include Data Science, Information Systems, Computer Science, or a related discipline.

Preferred skills:

- Developing automated workflows (e.g., using Power Automate/Cloud Flow), prompt engineering, helping with data visualization/dashboards, utilizing modern technology or Artificial Intelligence (AI) tools to solve business or administrative problems, demonstrated knowledge with Machine Learning (ML) and AI tools.
- Strong integration experience in enterprise automation, Application Programming Interface (API) development, and the Microsoft ecosystem (Outlook, Excel) and SharePoint.
- 1. Applied AI & Workflow Automation
 - Knowledge of low-code/no-code automation platforms (specifically Microsoft Power Automate/Cloud Flow and SharePoint) and the ability to integrate Artificial Intelligence models (e.g., Gemini, Machine Learning APIs) to process unstructured data and automate document generation.
- 2. Data Visualization & Analytics
 - Skill in utilizing data visualization tools (such as Power BI) to ingest operational data and design interactive, multi-tiered dashboards that track project management metrics, identify bottlenecks, and monitor performance at both the organizational and individual levels.
- 3. Business Systems Analysis
 - Ability to analyze complex SOPs, review recorded trainings, independently interview Subject Matter Experts (SMEs) across diverse functional areas (HR, Budget, Travel), and translate those business requirements into actionable technical workflows.
- 4. Quality Assurance & Validation
 - Skill in developing and executing testing protocols to ensure the accuracy, data integrity, and reliability of AI-extracted information, particularly when handling sensitive administrative or personnel data.
- 5. Technical Communication & Training
 - Ability to translate complex technical concepts for non-technical audiences, draft clear SOPs and user guides, conduct effective training sessions, and report project status clearly to a management and operations team.

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Point of Contact [Rachel](#)

Eligibility • **Citizenship:** LPR or U.S. Citizen

Requirements • **Degree:** Master's Degree received within the last 60 month(s).

• **Discipline(s):**

◦ **Computer, Information, and Data Sciences** ([4](#) )

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.)