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
- 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.NCHHSTP@orau.org. Please include the reference code for this opportunity in your email.

Application Deadline

3/4/2020 3:00:00 PM Eastern Time Zone

Description

Applications will be reviewed on a rolling-basis.

An opportunity is currently available with the DHAP Guideline Team (DGT) in the Office of Policy, Planning, and Communications, Division of HIV/AIDS Prevention (DHAP), within the National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention (NCHHSTP), at the Centers for Disease Control and Prevention (CDC) in Atlanta, Georgia.

The team develops evidence-based guidelines and related materials for the Division and participates in their dissemination, evaluation, and implementation. Under the guidance of a mentor, the participant will be involved in the following activities, including but not limited to:

- Gaining knowledge about guideline development methodology and applying it while participating in ongoing or new DGT projects including current guidelines under development, new guideline topic assessments, evaluation, dissemination, training, consultations, tracking research, gathering evidence, and developing guideline resources and tools
- Reviewing and critically evaluating a variety of evidence to support recommendations, following agreed upon methodology, and collaborating with librarians and groups developing systematic reviews, as necessary
- Monitoring published literature, evaluating programmatic data and other evidence
- Training to use reference management software (e.g. EndNote) or screening software (e.g. Distiller)
- Participating in drafting a variety of guideline related technical documents including scoping statements, data abstraction forms, literature search, PICO questions, systematic reviews, rapid reviews, evidence summaries, web content, etc.
- Participating in group meetings and discussions, and keeping accurate records of guideline projects progress
- Contributing to the development of scientific conference presentations, abstracts, publications, technical reports, guideline manuscripts

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 CDC. The initial appointment can be up to one year, but may be renewed upon recommendation of CDC 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 CDC in the Atlanta, Georgia, area. Participants do not become employees of CDC, DOE or the program administrator, and there are no employment-related benefits.

Qualifications

The qualified candidate should have received a master's or doctoral degree in one of the relevant fields. Degree must have been received within five years of the appointment start date.

Preferred skills:

- Training or experience with systematic reviews with excellent quantitative and qualitative skills
- Experienced in conducting research and preparing technical documents and publications
Opportunity Title: CDC Health Policy and Guideline Fellowship
Opportunity Reference Code: CDC-NCHHSTP-2020-0058

- Experienced in writing research papers, a MSc dissertation or a PhD thesis, or other complex technical documents
- Excellent communication and presentation skills
- Excellent computer skills (e.g. using MS Office, including Word, Excel and PowerPoint, Reference Manager, Endnote etc.)

Eligibility Requirements
- Citizenship: U.S. Citizen Only
- Degree: Master's Degree or Doctoral Degree received within the last 60 month(s).
- Discipline(s):
  - Communications and Graphics Design (2)
  - Computer Sciences (1)
  - Life Health and Medical Sciences (7)
  - Mathematics and Statistics (1)
  - Social and Behavioral Sciences (2)