

Opportunity Title: CDC Surveillance and Information Management Fellowship

Opportunity Reference Code: CDC-DFWED-2020-0210

Organization Centers for Disease Control and Prevention (CDC)

Reference Code CDC-DFWED-2020-0210

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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

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

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

Application Deadline 8/31/2020 3:00:00 PM Eastern Time Zone

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

A research opportunity is currently available in the Surveillance, Information Management, and Statistics Office (SIMSO) in the Division of Foodborne, Waterborne, and Environmental Diseases (DFWED) in the National Center for Emerging and Zoonotic Infectious Diseases (NCEZID) at the Centers for Disease Control and Prevention (CDC) in Atlanta, Georgia. SIMSO provides critical coordination and oversight of division-wide Surveillance and Information Management (SIM) activities.

Throughout the course of the research project with SIMSO, the participant will learn about the management of division wide surveillance and information management activities including activities related to enterprise lifecycle performance cycle governance responsibilities (e.g., project initiation plans and stage gate reviews), activities related to information system security (e.g., annual security reviews), train on surveillance program and evaluation summaries, and planning meetings and webinars. Under the guidance of a mentor, the participant will learn to cover a range of activities with surveillance and information system management activities, including organizing SIM documentation (e.g., data use agreements, security paperwork, etc.), learning to create a database of CDC-wide SIM contacts and SMEs, learning to track documents in SIMSO SharePoint and OneDrive, activities related to coordinating regular evaluations of surveillance and information systems; and training on administrative and logistic aspects of coordinating meetings and webinars with CDC-wide SIM contacts and SMEs.

Anticipated Appointment Start Date: August 24, 2020; start date is flexible

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



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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 degree in one of the relevant fields, or be currently pursuing one of the degrees and will reach completion by the start date of the appointment. Degree must have been received within five years of the appointment start date.

Candidates with MDs, DVMs, or PhDs will not be considered.

Preferred skills:

- Excellent time management and organizational skills
- Ability to interpret and summarize scientific data
- Excellent communication skills, specifically experience preparing written documents, reports, and presentations
- Quantitative skills
- Proficient in Microsoft Office applications including Word, Excel, Access, and PowerPoint
- Familiarity with SAS or R

Eligibility Requirements

- **Citizenship:** U.S. Citizen Only
- **Degree:** Master's Degree received within the last 60 months or currently pursuing.
- **Academic Level(s):** Graduate Students or Post-Master's.
- **Discipline(s):**
 - **Computer, Information, and Data Sciences** (4 )
 - **Life Health and Medical Sciences** (5 )