

Summer ORISE Fellowship Opportunity at the CDC

Program Description

This project consists of electronic document management training. The Federal Records Act of 1950, as amended (44 U.S.C. Chapter 31), requires all federal agencies, including the Centers for Disease Control and Prevention (CDC), to make and preserve records containing adequate and proper documentation of their organization, function, policies, decisions, procedures, and essential transactions. The Act requires agencies to establish a records management program that is a planned, coordinated set of policies, procedures, and activities to manage an agency's recorded information.

The documents to be managed are from the National Health and Nutrition Examination Surveys (NHANES), specifically the dietary supplement component. The NHANES program is designed to assess the health and nutritional status of adults and children in the United States. The survey is unique in that it combines interviews and physical examinations. NHANES is the cornerstone of the National Nutrition Monitoring and Related Research Program. Policy makers and researchers require NHANES dietary data to assess the quality and adequacy of the U.S. diet in relation to health parameters.

Dietary supplement data has been collected in the NHANES since 1970s. The scope of the collection includes all vitamins, minerals, herbs, and botanicals and other types of dietary supplements. The student will learn about the structure and constituents of the NHANES dietary supplement database and gain hands-on experiences on database maintenance for this label-driven information system. The student will be trained how to acquire, scan, enter, and review electronic dietary supplement label documents as well as working with industry to obtain needed dietary supplement information. The student will also be trained how to manage and review the information and organize the records into an electronic library.

* Desired Start Date: June 1, 2017 *

* Length of appointment: 3 months *

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 is for 3 months, 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 Hyattsville, Maryland area. Participants do not become employees of CDC, DOE or the program administrator, and there are no employment-related benefits.

Qualifications

- High school student or Undergraduate with at least a 3.0 GPA
- Knowledge of Adobe Acrobat Pro
- Knowledge of Microsoft Office suite (especially Word and Excel)

How to Apply

Please follow this link to our application portal, Zintelllect, to complete an application:

<https://www.zintelllect.com/Posting/Details/3195>

A complete application consists of:

- An application
- A copy of your official university transcript
- 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 CDCrpp@orau.org. Please include the reference code for this opportunity in your email (CDC-NCHS-2017-0090).