

## **2-Year Full-Time Research Fellowship (One Open Position)**

U.S. Food and Drug Administration  
Center for Food Safety and Applied Nutrition

The U.S. Food and Drug Administration's (FDA) Center for Food Safety and Applied Nutrition (CFSAN) has an immediate opening for a 2-year research fellowship position in its Office of Food Defense, Communication and Emergency Response.

CFSAN is the part of FDA responsible for regulating most foods, cosmetics, and dietary supplements. Each year there are numerous foodborne illness outbreaks and other emergency events associated with products CFSAN regulates. When such events occur CFSAN provides scientific, policy, and regulatory guidance on steps to be taken to protect the public health and the Office of Food Defense, Communication and Emergency Response plays a central role in coordinating the Center's response. In responding emergency incidents, information is received electronically from a variety of sources. A critical aspect of managing the Center's emergency response is to track and organize the most pertinent, up-to-date information and data in a manner that risk managers can readily analyze it and use it to shape public health decisions.

The research fellow will serve as part of the Emergency Coordination and Response Team and will be responsible for extracting, organizing, and reporting information that is of critical importance in responding to foodborne illness emergencies. This includes assisting in the development of a systematic information management and information presentation mechanism for the data. The mechanism will be utilized during emergency situations and to provide data for analysis at later dates.

### **Primary Responsibilities:**

- Extract and organize information from various sources and forms of information (i.e. e-mail, spreadsheets, etc.) related to foodborne illness outbreaks and food contamination events involving FDA/CFSAN regulated products and intentional acts of contamination.
- Prepare reports of emergencies for CFSAN staff and management
- Assist in the development of systems to manage information and organize key data in such a way as to facilitate risk management decision-making during emergency response
- Coordinate CFSAN's analytical, enforcement, communication, and recall information collection with FDA's Office of Crisis Management, FDA's Office of Regulatory Affairs, and the Centers for Disease Control and Prevention
- Provide technological assistance in reviewing and maintaining an electronic filing and storage system for the Emergency Coordination and Response Team.

- Communicate and coordinate with various scientific, information technology, and policy officials
- Work the late first shift overlapping into a second shift (12:30 p.m. to 9 p.m.). Hours may be flexible depending on type of emergency, outbreak, or recall).
- Minimal travel may be required.

**Qualifications:**

- Knowledge of principles and applications of information technology and project management.
- Knowledge of food safety with a sufficient understanding of epidemiology, microbiology, and environmental investigations to allow the incumbent to interpret results with respect to FDA involvement and response is highly desirable but not required.
- Successful practical experience working on and with multi-disciplinary teams
- Excellent skills for preparing electronic and written documents and oral communication
- Masters degree in information technology, information management, informatics, or public health; OR a bachelors degree in one of the health or life sciences with strong experience in information management

**Salary:**

The stipend is \$7,243.92 per month the first year and \$7,461.23 per month the second year. Some funding is available for relocation and travel expenses.

**Duty Location:**

FDA/CFSAN, 5100 Paint Branch Parkway, College Park, MD 20740

**How to apply:**

Qualified applicants should apply by sending cover letter and resume to the following address:

Sherry McGarry  
Acting Supervisor, Emergency Coordination and Response Team  
FDA/CFSAN  
5100 Paint Branch Parkway  
HFS-015  
College Park, MD 20740

**\*\*\*Please indicate on your application that you are applying for Position Code: ECRT-01\*\*\***

For immediate consideration applicants may forward resumes or vitas to the following email address: [ofdcer@fda.hhs.gov](mailto:ofdcer@fda.hhs.gov)

*The fellowship program is administered by the Oak Ridge Institute for Science and Education (ORISE) and is open to all qualified U.S. citizens, and permanent resident aliens without regard to race, sex, religion, color, age, handicap, or national origin.*