

**Job Title:** Technical Research Assistant

**Job Number:**

**Organization:** Centers for Disease Control and Prevention

**Posted:** 10/22/2009

**Type:** Full-Time

**Classification:** Public Health - General

**Industry:** Federal Government

**Number of Openings:** 1

**Location:** Atlanta, GA USA

**Compensation:** \$32,039 - \$41,653

**Position Description:** The OutbreakNet Team of the Outbreak Response and Prevention Branch; National Center for Zoonotic, Vectorborne, and Enteric Diseases; Centers for Disease Control and Prevention (CDC) has an opening for a Technical Research Assistant. After appropriate training, duties will include organizing conference calls, preparing meeting agendas, taking meeting minutes, organizing materials for update meetings, tracking active and published manuscripts (including communication with scientific journals), and helping organize the national OutbreakNet meeting for state and local foodborne epidemiologists. Technical duties include special studies support, literature searches, writing article summaries, and website support. Special studies support may include assisting staff with data entry and management, and data cleaning. Website support will include working with OutbreakNet staff to create, review and edit website content, communicating changes to webmaster, and ensuring that web pages are updated. Other duties may include conducting interviews during outbreak investigations, and other special projects as needed. The incumbent may have opportunities to attend scientific meetings and conferences. This is a full time one year fellowship position with the possibility of extending for up to three years. It is located at the Clifton Road Campus of the CDC in Atlanta, GA.

**Qualifications:** Bachelor's degree, excellent organizational skills, detail-oriented, and an interest in public health. Preferred skills: Knowledge of Excel, Powerpoint, and Access. Note: Applicants with graduate degrees (including medical degrees from abroad) will not be considered.

**Organization Description:** The Outbreak Response and Prevention Branch is an innovative public health investigative and consultative group that identifies causes, sources and solutions for bacterial foodborne and diarrheal infections to prevent the disability and death those diseases cause. Our central values are scientific integrity, rapid response to emergencies, service to states and nations, innovation through informed expertise, and close collaboration between disciplines of epidemiology and microbiology. We are 25 persons organized in two teams: outbreak response and diarrheal diseases. For more information, visit <http://www.cdc.gov/outbreaknet/>

**Closing Date:** 11/30/2009

**Desired:** 12/1/2009

**Starting Date:**

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**Contact Name:** Sofiya Khan, Technical Research Assistant

**Contact** MS A38, 1600 Clifton Rd NE

**Location:** Atlanta GA 30333  
USA

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**Location:**

Atlanta GA 30333  
USA

**Contact**

**Phone:**

**Contact Fax:**

**Contact Email:** [SAKhan@cdc.gov](mailto:SAKhan@cdc.gov)

**Web Address:** <http://www.cdc.gov/outbreaknet/>

**How to Apply:** Please send a resume and cover letter to [SAKhan@cdc.gov](mailto:SAKhan@cdc.gov) with subject heading "Technical Research Assistant." Note: Applicants with graduate degrees (including medical degrees from abroad) will not be considered.