

Association for Prevention Teaching and Research

APTR-ODPHP Health Policy Fellowship Program

Prevention Science Fellow



Fellowship Application Package

Application Deadline
October 16, 2009

Prevention Science Fellowship

The Association for Prevention Teaching and Research (APTR) with support from the Office of Disease Prevention and Health Promotion (ODPHP), U.S. Department of Health and Human Services is seeking applications for the position of Prevention Science Fellow.

MISSION OF ODPHP

The mission of ODPHP is to provide leadership, coordination, and support for disease prevention and health promotion activities, programs, policies, and information for the Department of Health and Human Services through collaboration with HHS agencies and other partners in prevention, nation-wide.

BACKGROUND

Among the key initiatives that ODPHP coordinates are: 1) *Dietary Guidelines for Americans* which form the cornerstone of Federal nutrition policy, are the basis of Federal food, nutrition, and health programs, and are issued jointly with the U.S. Department of Agriculture (USDA) every five years since 1980; 2) the *2008 Physical Activity Guidelines for Americans*, which provide science-based recommendations and summarize the latest knowledge about activity and health, with depth and flexibility targeting specific population subgroups, such as seniors and children; and 3) Healthy People (HP), a set of National Health Objectives. HP 2010 is ongoing, and HP 2020 is under development. In addition, ODPHP is called upon to provide scientific expertise and consultation on any number of prevention related initiatives for the Department, for example, childhood obesity.

FELLOWSHIP DESCRIPTION

ODPHP seeks an applicant with training in public health, nutrition science, physical activity science, obesity, and/or health promotion and disease prevention to play a role in its prevention science activities. The fellow will primarily work as a member of the Prevention Science Team. The responsibilities of the Fellow include, but are not limited to, the following:

- Serve as an advisor to the Science Team
- Assist in the development of Dietary Guidelines 2010 and other ODPHP and Departmental prevention efforts
- Participate in the review of Dietary Guidelines-related and Physical Activity Guidelines-related materials
- Participate in research, evaluation and collaborative projects in the area of disease prevention and health promotion
- Prepare replies to correspondence
- Participate in Prevention Science Team meetings, contributing to program development and implementation
- Contribute to ODPHP worksite wellness activities
- Contribute as needed to other ODPHP and Departmental prevention efforts

ELIGIBILITY

Eligible applicants must:

- (1) Be either a U.S. Citizen, non-citizen national, or foreign national possessing a visa permitting permanent residence in the U.S. (Alien Registration or "Green Card"). Student visas and temporary work visas do not qualify.

- (2) Have completed a graduate degree in public health or nutrition science by the beginning of the fellowship; AND
- (3) If awarded the fellowship, be an individual member of APTR (individual membership - \$175.00 annually). For further information regarding APTR individual membership, please contact the APTR Membership team at (866) 520-APTR.

REQUIRED SKILLS

The formal training and work related experience of the Fellow must be in public health or nutrition science with demonstrable training or experience in public health policy, administration or practices. The Fellow must be familiar with a wide range of public health theories and methods. It is desirable if the Fellow has some training in statistical methods and experience with public health research and evaluation. The Fellow must have excellent oral and written communication skills; excellent organizational skills; strong computer and Internet skills; ability to conceptualize a complex process and identify possible approaches; be able to work independently as well as collaboratively; and be able to translate research findings into easy to read briefs and reports.

EXPECTED BENEFITS

The Fellowship provides an unparalleled opportunity for professional growth, development, and networking in health promotion and prevention policy. It is an excellent opportunity for an early to mid-level professional to gain substantial health policy experience. The Fellow will be exposed to policy development and decision making at the highest levels within the Department of Health and Human Services. The Fellow will have contact with the federal staff and the public health community and the opportunity to gain insight into the operations and interactions of its constituent members.

PERIOD OF ASSIGNMENT

The term of service for the Prevention Science Fellow will be one year, with the potential to extend the award for an additional year. The fellow is expected to begin in fall 2009.

COMPENSATION

The annual stipend of \$45,000-55,000 (depending on level of credentials and experience) is intended to cover all living expenses including housing and transportation during the fellowship training, and the annual fellowship allowance of \$4,000 is intended to cover health costs and other similar expenses not covered by the stipend. Please note that relocation travel costs are not allowable. The Fellow is responsible for moving himself/herself, family, and personal belongings to the assignment at personal expense. The Fellow will also have access to a \$3,000 travel allowance for project-related expenses such as travel, conference registration, and training.

APPLICATION PROCEDURE

- Eligible applicants may apply for this position by submitting a completed application form, along with all required supporting materials. Recommendation letters must be submitted directly to APTR at the address listed below. Incomplete, Faxed, or **late applications will not** be accepted.
- Each application will be objectively reviewed by representatives from APTR and ODPHP. Finalists will have an interview with ODPHP staff.

Prevention Science Fellowship

APPLICATION DEADLINE

Complete applications must be **RECEIVED** by the close of business on October 16, 2009.

FOR MORE INFORMATION

For additional information regarding the application process or administration of the award, please contact:

Training Projects
Association for Prevention Teaching and Research
1001 Connecticut Ave, NW, Suite 610
Washington, DC 20036
Phone: (202) 463-0550 x137
E-mail: eas@aptrweb.org

For additional programmatic information, please contact:

Wendy E Braund, MD, MPH, MEd
Lead, Prevention Science Team
Office of Disease Prevention and Health Promotion
US Department of Health and Human Services
1101 Wootton Parkway, Suite LL100
Rockville, MD, 20852
Phone: (240) 453-8251
E-mail: Wendy.Braund@hhs.gov

APTR-ODPHP Health Policy Fellowship Program
The Office of Disease Prevention and Health Promotion
U.S. Department of Health and Human Services

Prevention Science Fellowship Application

DIRECTIONS

- A. Complete the entire application package. All materials must be **received by the close of business on October 16, 2009.**
- B. Type or print legibly.
- C. Use a single paperclip to attach requested materials in the order requested. **Do not put recommendations in separate envelopes. Do not staple the application.**
- D. Incomplete, illegible or faxed applications will not be reviewed.

PART I: APPLICANT INFORMATION

Name: _____ Date of Birth (mm/dd/yy): _____

Telephone: (Home) _____ (Work) _____

Current Mailing Address _____ Permanent Address _____

E-mail Address: _____

Are you a U.S. Citizen? Yes No

If "no" you must have a visa permitting **permanent residence** in the U.S. Please attach a copy of your Alien Registration Card (Green Card).

Gender: Male Female

Ethnicity: African American Asian or Pacific Islander Hispanic White/Caucasian
Other

Preferred start time of the fellowship:

PART II: APPLICANT CREDENTIALS & ESSAY

Please provide the following documents and attach to the application in the following order. Do **not** put transcripts or recommendations into separate envelopes.

- A. Applicant's Resume or C.V.
- B. Academic Transcripts – unofficial transcripts accepted
- C. Attach two letters of recommendation from current supervisor, academic faculty and/or preventive medicine/public health professionals endorsing the applicant for the fellowship position. List names and contact information for the two references. **Do not send letters separately or include in sealed envelopes.**

1) Name: _____ Telephone: _____

Address: _____

2) Name: _____ Telephone: _____

Address: _____

D. Applicant Essay: In one essay 1,000 words or less in length, please address:

- Personal interests, career goals and academic or professional experience related to the fellowship;
- Skills and talents you offer the fellowship position;
- How you plan to develop academically or professionally from the fellowship experience.

PART IV: SIGNATURE OF APPLICANT

By signing below, I certify that I have met the eligibility requirements as stated in the "Request for Application" announcement to apply to the APTR-ODPHP Health Policy Fellowship Program and that the information provided is accurate.

Print Name of Applicant: _____

Signature: _____ Date: _____

PART V: HOW DID YOU HEAR ABOUT THIS HEALTH POLICY FELLOWSHIP PROGRAM?

Past/Current Fellow (Name) _____

APTR Member (Name) _____

APTR Website

APTR Exhibit Booth

Friend

Internet Website (please specify) _____

Another Association (please specify) _____

Journal or Newsletter Advertisement (please specify) _____

Institution (please specify) _____

Other (please specify) _____

Send completed applications to:

**Association for Prevention Teaching and Research Training Projects
1001 Connecticut Avenue, NW
Suite 610
Washington, DC 20036**

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON
October 16, 2009**

Applicants will be notified via e-mail by October 23, 2009 that their application has been received. Please do not contact APTR to check application status before this date.

About APTR

The Association for Prevention Teaching and Research (APTR) is the professional organization for the academic public health community dedicated to prevention research, and interprofessional education. APTR advances population-based and public health education, research, and service by linking and supporting members from across the health professions.

APTR develops curriculum, professional development programs, and communication tools for educators, researchers, residents and students. By bringing together individuals and institutions devoted to prevention and public health, APTR is advancing interprofessional education and research to improve the health professions workforce.

For more information about APTR training projects email: training@aptrweb.org.

www.aptrweb.org



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