

# APTR-ODPHP Preventive Medicine and Public Health Fellowship Program 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 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. 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 nutrition science and/or physical activity science (preferably both) 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:

- . Assist in the development of the Dietary Guidelines for Americans (DGA) 2015, implementation of the DGA 2010, and the development of DGA projects and materials
- . Assist in coordination of the Physical Activity Guidelines for Americans (PAG) midcourse evaluation and communications campaign
- . 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 Departmental correspondence and clearances

- . Participate in Prevention Science Team meetings, contributing to program development and implementation
- . Contribute to OPDHP 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 exercise physiology, nutrition, or public health by the beginning of the fellowship;
- (3) RD or RD exam eligible (preferred); AND
- (4) 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 exercise physiology or nutrition 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 spring 2012. There is one fellowship position available.

## **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 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 in a sealed envelope, along with the rest of the application materials. **Incomplete, faxed, or late applications will not be accepted.**
- Each application will be objectively reviewed by ODPHP staff. Finalists will have a personal interview with members of the selection committee.

## **APPLICATION DEADLINE**

Complete applications must be **RECEIVED** by the close of business on March 2, 2012.

## **FOR MORE INFORMATION**

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

Flannery Peterson  
Association for Prevention Teaching and Research  
1001 Connecticut Ave, NW, Suite 610  
Washington, DC 20036  
Phone: (202) 463-0550 x137  
E-mail: [frp@aptrweb.org](mailto:frp@aptrweb.org)

For additional programmatic information, please contact:

Richard D. Olson, MD, MPH

Prevention Science Team Lead

Office of Disease Prevention and Health Promotion Office of the Assistant Secretary for Health

1101 Wootton Parkway, Suite LL100

Rockville, MD 20852

Phone: (240) 453-8251

E-mail: [richard.olson@hhs.gov](mailto:richard.olson@hhs.gov)

**APTR-ODPHP Preventive Medicine and Public Health Fellowship Program**

**Prevention Science Fellowship Application**

**DIRECTIONS**

- A. Complete the entire application package. All materials must be **received by the close of business on March 2, 2012.**
- B. Print legibly.
- C. Use a single paperclip to attach requested materials in the order requested. **Letters of recommendation must be enclosed, in a sealed envelope, with all other application materials. Do not staple the application.**
- D. Incomplete, illegible or faxed applications will not be reviewed.

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**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 date: \_\_\_\_\_

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**PART II: APPLICANT CREDENTIALS & ESSAY**

Please provide the following documents and attach to the application in the following order.  
Do not staple application materials.

- A. Applicant’s Resume or C.V.
- B. Academic Transcripts – unofficial transcripts accepted
- C. Enclose 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 have letters sent separately. Letters must be enclosed with all other application materials.**

1) Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

2) Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
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.

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**PART III: 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 Preventive Medicine and Public Health Fellowship Program and that the information provided is accurate.

Print Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PART IV: HOW DID YOU HEAR ABOUT THIS PREVENTIVE MEDICINE AND PUBLIC HEALTH 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**

**ATTN: Training Projects**

**1001 Connecticut Avenue, NW**

**Suite 610**

**Washington, DC 20036**

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON  
March 2, 2012**

**Applicants will be notified via e-mail by March 9, 2012 that their application has been received. Please do not contact APTR to check application status before this date.**