



# FACT SHEET

## 2008 Student Summer Jobs @ CDC

### Atlanta, GA Only

Thank you for your interest in the 2008 Student Summer Employment Program with the Centers for Disease Control and Prevention (CDC).

Summer Employment Period	May 11 – September 30, 2008 Student summer jobs begin on or after May 11 and end no later than September 30. The student and program office determine the actual start and ending dates.														
Deadline: March 24	CDC must receive your on-line application <u>and</u> an unofficial academic transcript by <b>March 24, 11:59 p.m. Eastern Standard Time (EST)</b> .														
Eligibility	Students must have at least a 2.0 grade point average and be: <ol style="list-style-type: none"> <li>1. Enrolled or accepted for enrollment as a diploma, certificate, or degree-seeking student. Verification showing enrollment status is required from the school upon request</li> <li>2. At least 16 years old</li> <li>3. Taking or scheduled to take a course load at least half-time in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school.</li> <li>4. Be a U.S. citizen or a national (permanent resident in absence of qualified citizen.)</li> </ol>														
Application Process	To apply for a student summer job: <ol style="list-style-type: none"> <li>1. Complete on-line application at <a href="http://www.usajobs.gov">www.usajobs.gov</a>. (Refer to page 2 for job announcement numbers).</li> <li>2. Fax unofficial academic transcript to 770-488-1979 on or before March 24.</li> </ol> <p><b>IMPORTANT:</b> Submit a separate academic transcript for each application. Include your full name and the announcement number on each document. <b>Failure to properly annotate the documentation will result in your not being considered for the position.</b></p>														
If You're Hired	If you are hired for a student summer job, a CDC human resources representative will contact you to provide: <ul style="list-style-type: none"> <li>▪ an <u>official</u> academic transcript (with seal); and</li> <li>▪ School Verification Form</li> </ul> <p>This information is not required for the application process, but must be provided before you are hired.</p>														
Salary and Benefits	Starting salaries vary. <a href="#">Refer to page 2 for specific starting salaries.</a> Students in the student summer employment program earn personal and sick time after 90 consecutive days of employment.														
Locations	Positions are located at various CDC campuses throughout the metro-Atlanta Area. <ul style="list-style-type: none"> <li>▪ Roybal Campus (1600 Clifton Road – near Emory University)</li> <li>▪ Executive Park (Near I-85 and North Druid Hill)</li> <li>▪ Corporate Square (Near Clairmont Road and North Druid Hills, off of access road)</li> </ul>														
CDC Centers and Divisions	Job opportunities are available in a variety of CDC centers and divisions. <table border="1"> <tr> <td>CCEHIP/OD</td> <td>Coordinating Center for Environmental Health and Injury Prevention, Office of the Director</td> </tr> <tr> <td>NCBDDD/DBDDD</td> <td>National Center on Birth Defects and Developmental Disabilities, Division of Birth Defects and Developmental Disabilities</td> </tr> <tr> <td>NCHHSTP           <ul style="list-style-type: none"> <li>▪ DSTDP</li> <li>▪ DVH</li> <li>▪ OC</li> </ul> </td> <td>National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention           <ul style="list-style-type: none"> <li>▪ Division of STD Prevention</li> <li>▪ Division of Viral Hepatitis</li> <li>▪ Office of Communication</li> </ul> </td> </tr> <tr> <td>NCIRD/DVD</td> <td>National Center for Immunization and Respiratory Diseases, Division of Viral Diseases</td> </tr> <tr> <td>NCIRD/ID</td> <td>National Center for Immunization and Respiratory Diseases, Influenza Division</td> </tr> <tr> <td>NCIRD/OD</td> <td>National Center for Immunization and Respiratory Diseases, Office of the Director</td> </tr> <tr> <td>NCPDCID/DBPR/LRB</td> <td>National Center for Preparedness, Detection, and Control of Infectious Diseases, Division of Bioterrorism Preparedness and Response, Laboratory Response Branch</td> </tr> </table>	CCEHIP/OD	Coordinating Center for Environmental Health and Injury Prevention, Office of the Director	NCBDDD/DBDDD	National Center on Birth Defects and Developmental Disabilities, Division of Birth Defects and Developmental Disabilities	NCHHSTP <ul style="list-style-type: none"> <li>▪ DSTDP</li> <li>▪ DVH</li> <li>▪ OC</li> </ul>	National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention <ul style="list-style-type: none"> <li>▪ Division of STD Prevention</li> <li>▪ Division of Viral Hepatitis</li> <li>▪ Office of Communication</li> </ul>	NCIRD/DVD	National Center for Immunization and Respiratory Diseases, Division of Viral Diseases	NCIRD/ID	National Center for Immunization and Respiratory Diseases, Influenza Division	NCIRD/OD	National Center for Immunization and Respiratory Diseases, Office of the Director	NCPDCID/DBPR/LRB	National Center for Preparedness, Detection, and Control of Infectious Diseases, Division of Bioterrorism Preparedness and Response, Laboratory Response Branch
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Additional Information	CDC Human Resources Customer Service Center <a href="mailto:hrcs@cdc.gov">hrcs@cdc.gov</a> . Refer to page 2 of this fact sheet and the actual job announcement for specific job locations, qualifications, salaries, etc.														

## 2008 STUDENT SUMMER JOB OPPORTUNITIES @ CDC (ATLANTA, GA ONLY)

TITLE	SERIES AND GRADE	STARTING SALARY (PER HOUR)	JOB ANNOUNCEMENT NUMBER APPLY ON-LINE <a href="http://WWW.USAJOBS.GOV">WWW.USAJOBS.GOV</a>	DIVISION AND LOCATION	BRIEF DESCRIPTION OF DUTIES
Biological Science Laboratory Technician*	404-04	\$13.19	HHS-CDC-SJ-2008-0002	NCHHSTP/DVH Corporate Square	Provides limited technical assistance in support of research related to the biological sciences. Uses laboratory equipment to perform standardized, repetitive tasks, cleanse and sterilize laboratory equipment, assist in performing animal surgery to collect samples, record instrument readings, etc. Immunizations may be required. <b>5 positions.</b>
Biological Science Aid	404-02	\$10.77	HHS-CDC-SJ-2008-0002	NCPDCID/DBPR/LRB Roybal Campus	Performs routine laboratory tasks (e.g., pipetting, weighing chemicals, taking measurements, collecting simple data, and operating basic equipment to complete standardized tests.) Immunizations may be required
Biological Science Laboratory Technician*	404-05 404-06 404-07	\$14.76 \$16.45 \$18.29	HHS-CDC-SJ-2008-0002	NCPDCID/DBPR/LRB Roybal Campus	Provides technician support to biological science research efforts (e.g., performs sequential, repetitive tasks, assesses readings, measurements, observations, etc., and operates a variety of equipment such as microscopes, centrifuges, incubators, balances, etc.) Immunizations may be required. <b>4 positions.</b>
Epidemiological Assistant	303-07	\$18.29	HHS-CDC-SJ-2008-0008	NCBDDD/DBDDD Executive Park	Serves as an advanced research assistant responsible for supporting senior level employees in emerging public health issues and problems. <b>10 positions.</b>
Epidemiological Assistant	303-05 303-06 303-07	\$14.76 \$16.45 \$18.29	HHS-CDC-SJ-2008-0008	NCHHSTP/DTBE Corporate Square	Assists with the collection, processing, compilation, computation, analysis, writing, editing, and/or presentation of research data.
Epidemiological Assistant	303-05	\$14.76	HHS-CDC-SJ-2008-0008	NCHHSTP/DSTDP Corporate Square	Assists with the collection, processing, compilation, computations, analysis, editing, and/or presentation of research data. <b>2 positions</b>
Health Communications Specialist	1001-09	\$22.37	HHS-CDC-SJ-2008-0004	NCHHSTP/OC Corporate Square	Supports senior staff in planning, implementing, and evaluating health communication and marketing activities.

- **APPLY ON-LINE AT [WWW.USAJOBS.GOV](http://WWW.USAJOBS.GOV).**
- **\*REFER TO THE JOB ANNOUNCEMENT FOR SPECIFIC INFORMATION ON SPECIAL QUALIFICATIONS.**
- **TO LEARN MORE ABOUT STUDENT JOBS VISIT [WWW.STUDENTJOBS.GOV](http://WWW.STUDENTJOBS.GOV)**