**The U.S. Food and Drug Administration’s Program Evaluation and Process Improvement Staff Internship Program 2013**

**Position:** Program Evaluation and Process Improvement Staff Opportunity (Unpaid)
FDA White Oak Campus, 10903 New Hampshire Avenue, Silver Spring, MD 20993

The Program Evaluation and Process Improvement (PEPI) Staff within the Office of the Commissioner, Office of Planning at the Food and Drug Administration (FDA) is seeking an intern to work with our team on analytical projects during 2013.

**Responsibilities:**
FDA is responsible for protecting the public health by assuring the safety, effectiveness, and security of human and veterinary drugs, vaccines and other biological products, medical devices, our nation’s food supply, cosmetics, dietary supplements, and products that give off radiation. FDA also is responsible for regulating tobacco products, advancing the public health by helping to speed product innovations, and helping the public get the accurate, science-based information they need to use medicines and foods to improve their health.

At FDA, the PEPI Staff plays an integral role in carrying out the Agency’s mission by assessing various aspects of FDA program performance and identifying means of improvement.

The goals of the PEPI Staff include:
- Providing information and analyses that help FDA officials make more informed decisions related to programs, processes, policies, budgets, and strategic planning;
- Identifying potential areas of improvement, for FDA managers’ consideration, through evaluation of program operations and performance; and
- Disseminating evaluation results and methodological tools useful to FDA managers and, in some cases, to the larger public health community.

The PEPI Staff is looking for an intern to actively engage in a team-based environment on projects and analyses to support the Agency’s mission. The intern’s responsibilities may include:
- Meeting with FDA clients to discuss needs and expectations of an evaluation;
- Drafting a study plan and discussing it with the PEPI Staff and FDA clients;
- Collecting data using a variety of qualitative and quantitative methods;
- Analyzing the data and drafting results; and
- Presenting results and addressing any follow-up questions.

Examples of recent projects include:
- Assessment of the development and implementation of risk models and tools used to optimize resources for inspections of FDA-regulated products
- Analysis of a new approach for conducting more efficient, abbreviated, risk-based inspections
- Evaluation of the use of tablet computers and electronic questionnaires in egg farm inspections
- Examination of the impact of policy changes aimed at streamlining regulatory enforcement actions including warning letters, seizures, and injunctions

**Requirements:**
Candidates should have experience with data analysis, working as part of a team, and prioritizing tasks. The position also requires experience communicating complex information through effective writing and verbal skills, strong organizational skills, and proficient use of Microsoft Office products such as Excel and PowerPoint. A demonstrated interest in public health is desirable.

Applicants must be legally able to work in the U.S. during the duration of the internship and be willing to provide fingerprints and undergo a background and security check.
**Benefits:**

- First-hand experience working in a leading U.S. federal agency focused on public health
- Meaningful and immediate exposure to a wide range of regulatory issues related to public health
- Opportunities to apply qualitative and quantitative analytical methods to a variety of projects
- Collaborative and supportive work environment that fosters professional growth
- Various opportunities to attend trainings and seminars at FDA headquarters or in the greater Washington, DC area
- Opportunities to network within FDA, the federal government, and with other public health and regulatory professionals
- Flexible work hours
- Transportation benefits (either parking or public transportation subsidy)

**To Apply:**

- Send resume and cover letter including:
  - Dates of availability,
  - Number of hours available per week,
  - Description of interest in working in program evaluation/process improvement at FDA, and
  - Whether you will receive course credit for the internship (e.g., as a practicum)

**Application Deadlines:**

- **November 1, 2012** for Spring 2013
- **April 1, 2013** for Summer 2013

**Point of Contact:**

Interested candidates should submit applications and/or questions about the position to Amber Sligar at amber.sligar@fda.hhs.gov or 301-796-9384.