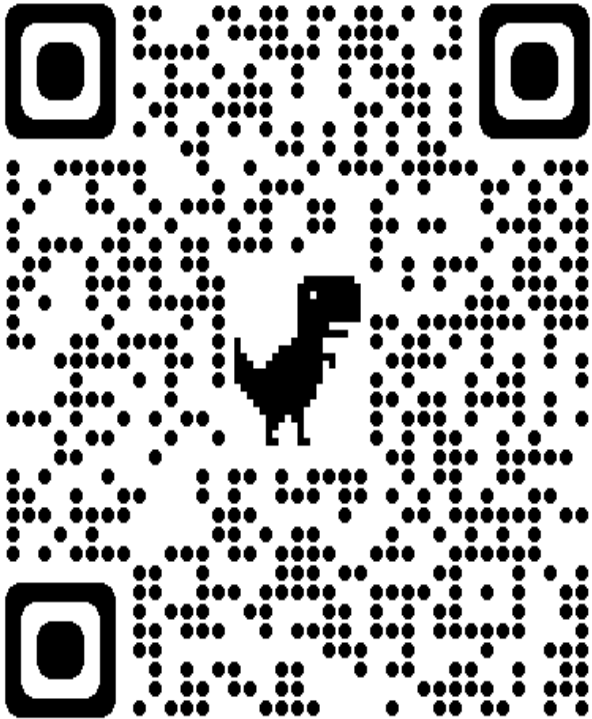


FDA OFFICE OF REGULATORY AFFAIRS

Internships and Recent Graduate Positions

SCAN QR AND PROVIDE EMAIL ADDRESS TO RECEIVE
CAREER RESOURCES AND HANDOUTS

<https://www.surveymonkey.com/r/3FHMH7T>





Federal Jobs by College Major

CONTACT US AT: ORARECRUITMENT@FDA.HHS.GOV

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Federal Employment Information Fact Sheets

Federal Jobs by College Major

To help you choose the right career field, we have prepared the following table that groups Federal jobs that are often filled by college graduates with appropriate academic majors. As you study the table, please keep these facts in mind: (1) The jobs listed under each major are usually **examples**, not an all-inclusive list. (2) Many jobs **do not require** a college degree; job-related experience is just as good. And (3), you can qualify for a large number of administrative jobs with a degree in **any academic major**. To illustrate this third point, we are leading off the table with a list of some of the most popular jobs for which **any major** is qualifying.

ANY MAJOR

Environmental Protection
Civil Rights Analyst
Personnel occupations
Administrative Officer
Management Analyst
Logistics Management
Paralegal Specialist
Contract Representative
Claims Examining
Public Affairs
Writing and Editing
Internal Revenue Officer
Contract Administration
General Investigator
Air Traffic Controller
Supply Management

ACCOUNTING

Accountants
Auditors
Contract Specialists
Financial Managers
Financial Administrators
Financial Institution
Examiners
GAO Financial Auditors
Intelligence Specialists
Internal Revenue Agents

AGRICULTURE

Soil Conservationists
Agricultural Commodity
Graders
Agricultural Engineers
Agricultural Mgmt. Spec.
Agricultural Program Spec.
Agricultural Market Reporters
Agricultural Marketing Spec.
Foreign Agriculture Affairs
Specialists
Soil Scientists

AGRONOMY

Agronomists
Agricultural Mgmt. Spec.
Soil Conservationists
Soil Scientists

ANTHROPOLOGY

Anthropologists
Museum Curators
Museum Specialists
Program Analysts
Management Analysts

ARCHEOLOGY

Archaeologists
Museum Curators
Museum Specialists

ARCHITECTURE

Architects
Construction Analysts
Construction Control Inspector.
Landscape Architects
Naval Architects
Program Analysts

ARTS, FINE AND APPLIED

Arts Specialists
Audio-Visual Production
Specialists
Recreation and Creative Arts
Therapists
Exhibits Specialists
General Arts and Information
Specialists
Illustrators
Photographers
Visual Information Specialists

ASTRONOMY

Astronomers and Space
Scientists
Geodesists

AVIATION

Air Safety Investigators
Air Traffic Controllers
Aircraft Operators

Aviation Safety Inspectors
Air Navigators
Aircrew Technicians

BIOLOGY

General Biological Scientists
Entomologists
Fishery Biologists
Microbiologists
Range Conservationists
Wildlife Biologists
Zoologists

BOTANY

Agronomists
Botanists
Forestry Technicians
Geneticists
Horticulturists
Plant Pathologists
Plant Physiologists
Plant Protection and
Quarantine Specialists
Range Conservationists

BUSINESS

Budget Analysts
Business and Industry Spec.
Commissary Store Managers
GAO Analyst
Import Specialists
Internal Revenue Officers
Miscellaneous Administrative
and Programs Specialists
Quality Assurance Specialists
Trade Specialists
Contract Specialists

CARTOGRAPHY

Cartographers
Cartographic Technicians
Geodetic Technicians

CHEMISTRY

Chemical Engineers
Chemists
Consumer Safety Officers
Environmental Engineers



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Food Technologists
Health Physicists
Intelligence Specialists
Toxicologists

COMMUNICATIONS

Telecommunications
Managers
Communications Specialists
Public Affairs Specialists
Technical Writers and
Editors
Writers and Editors

CORRECTIONS

Correctional Institution
Administrators
Correctional Officers
Program Analysts

COUNSELING

Chaplains
Educ. and Vocational
Training Specialists
Personnel Specialists
Psychologists
Psychology Aids and
Technicians
Social Service Aids and
Assistants
Social Service Reps.
Vocational Rehab Spec.
Equal Opportunity
Compliance Specialists
Educational Services
Specialists

CRIMINAL JUSTICE/LAW ENFORCEMENT

Border Patrol Agents
Criminal Investigators
Game Law Enfc. Agents
GAO Analyst
Internal Revenue Officers
Police Officers
United States Marshals

DIETETICS AND NUTRITION

Dietitians
Food Technologists
Nutritionists

ECONOMICS

Actuaries
Budget Analysts
Contract Specialists
Economists

Financial Analysts
Financial Instit. Examiners
GAO Analyst
Loan Specialists
Trade Specialists
Transportation Industrial
Analysts

EDUCATION

Education and Training
Specialists
Educ. and Vocational
Training Specialists
Vocational Rehab. Specialists
Educational Program
Specialists
Employee Dev. Specialists
Public Health Educators
Training Instructors
Instructional Systems
Specialists
Educational Services
Specialists

ELECTRONICS TECHNOLOGY

Communications Specialists
Electronics Technicians
Patent Examiners
Electronics Mechanics

EMPLOYEE/LABOR RELATIONS

Contractor Industrial Rel.
Specialists
Employee Relations
Specialists
Hearing and Appeals
Specialists
Labor Management
Relations Examiners
Labor Relations Specialists
Mediators
Salary and Wage Admin.
Workers Compensation
Claims Examiners

ENGINEERING (ANY SPECIALTY)

General Engineers
Civil Engineers
Mechanical Engineers
Electrical Engineers
Electronics Engineers
Aerospace Engineers
Industrial Engineers
Nuclear Engineers
Computer Engineers
Biomedical Engineers
(11 other Engineering fields)

ENGLISH AND LITERATURE

Editorial Assistants
Printing Specialists
Public Affairs Specialists
Technical Writers and Editors
Writers and Editors
Misc. Admin. and
Programs Specialists
Program Analysts
Program Managers
Management Analysts

ENVIRONMENTAL STUDIES

Ecologists
Environmental Health
Technicians
Environmental Protection
Assistants
Environmental Protection
Specialists
GAO Analyst
Gen. Fish and Wildlife
Administrators
Fish and Wildlife Refuge
Management
Misc. Admin. and
Programs Specialists
Toxicologists

EPIDEMIOLOGY

Environmental Health
Technicians
Gen. Health Scientists
Industrial Hygienists
Microbiologists

FINANCE

Appraisers and Assessors
Budget Analysts
Financial Administrators
Financial Analysts
Financial Institution
Examiners
GAO Analyst
Securities Compliance
Examiners
Tax Examiners
Trade Specialists

FISH, GAME, AND WILDLIFE MANAGEMENT

Gen. Fish and Wildlife
Administrators
Fish and Wildlife Refuge
Management
Fishery Biologists
Game Law Enforcement
Agents
Soil Conservationists
Wildlife Biologists
Wildlife Rescue Managers
General Biological



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Federal Employment Information Fact Sheets

Scientists

FOOD TECHNOLOGY AND SAFETY

Consumer Safety Inspectors
Consumer Safety Officers
Dietitian and Nutritionists
Food Assistance
Program Specialists
Food Technologists
Toxicologists

FOREIGN LANGUAGE

Air Safety Investigators
Border Patrol Agents
Customs Inspectors
Language Specialists
Equal Employment
Opportunity Specialists
Foreign Affairs Specialists
Foreign Agricultural Affairs
Specialists
Intelligence Specialists

FORESTRY

Foresters
Soil Conservationists
Management Analysts
Program Analysts
Gen. Fish and Wildlife
Administrators
Fish and Wildlife Refuge
Management

GEOGRAPHY

Cartographers
Geographers

GEOLOGY

Geodesists
Geologists
Hydrologists
Oceanographers
Gen. Physical Scientists

GEOPHYSICS

Geophysicists
Gen. Physical Scientists

HEALTH

Environmental Health
Technicians
GAO Analyst
Gen. Health Scientists
Health Physicists
Health System Admin.
Health System Spec.
Industrial Hygienists

Public Health Programs
Specialists
Safety and Occup. Health
Management Specialists

HISTORY

Archives Technicians
Archivists
Exhibits Specialists
Historians
Intelligence Specialists
Museum Curators
Misc. Admin. and
Programs Specialists
Management Analysts
Program Analysts

HOME ECONOMICS

Consumer Safety
Officers
Food Technologists

HORTICULTURE

Agricultural Mgt. Specialist
Gen. Biological
Scientists
Horticulturists
Plant Protection and Quaran.
Specialists
Plant Physiologists Specialists
Misc. Admin. and
Programs Specialists

HOSPITAL ADMINISTRATION

Administrative Officers
Health System Administrators
Health System Specialists
Hospital Housekeepers
Gen. Health Scientists
Public Health Programs Specialists

HUMAN RESOURCE MANAGEMENT

Apprenticeship and Training
Representatives
Employee Dev. Specialists
Equal Employment
Opportunity Specialists
Human Resource Specialist
Military Pers. Mgmt. Spec.
Personnel Staffing Spec.
Position Classification
Specialists

HYDROLOGY

Environmental Engineers
Environmental Protection
Specialists
Hydrologists
Gen. Fish and Wildlife
Administrators
Fish and Wildlife Refuge
Management

Program Analysts

INDUSTRIAL MANAGEMENT

Business and Ind. Specialists
Equipment Specialists
Industrial Hygienists
Industrial Property Managers
Industrial Specialists
Management Analysts
Production Controllers
Program Analysts
Property Disposal Specialists
Quality Assurance Specialists

INFORMATION TECHNOLOGY

Information Technology Specialists
Computer Specialists
Program Managers
Management Analysts
Computer Programmers

INSURANCE

Crop Insurance
Administrators
Social Insurance Admin.
Social Insurance Claims
Examiner
Unemployment Insurance
Specialists
Misc. Admin. and
Programs Specialists
Program Analysts

INTERNATIONAL RELATIONS

Foreign Affairs Specialists
Foreign Agricult. Affairs
Specialists
Intelligence Specialists
Language Specialists
Public Affairs Specialists
Trade Specialists
International Relations
Workers

JOURNALISM

Agricult. Market Reporters
Printing Specialists
Public Affairs Specialists
Writers and Editors
Technical Writers and
Editors
Program Analysts

LAW

Administrative Law Judges
Attorneys
Hearing and Appeals
Specialists
Legal Instruments Examiners
Paralegal Specialists
Patent Attorneys



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Federal Employment Information Fact Sheets

Tax Law Specialists

LAW ENFORCEMENT

Alcohol, Tobacco, and
Firearms Inspectors
Border Patrol Agents
Criminal Investigators
Customs Inspectors
Game Law Enforcement
Agents
Immigration Inspectors
Inspec., Invest. and
Compliance Specialists
Police Officers
United States Marshals

LIBERAL ARTS/HUMANITIES

Contact Representatives
Customs Inspectors
Equal Opportunity
Compliance Spec.
Management Analysts
Pers. Management Spec.
Program Analysts
Social Insurance Claims
Examiners
Veterans Claims Exam.
Educ. Services Spec.

LIBRARY SCIENCE

Librarians
Library Technicians
Medical Record Librarians
Technical Info. Services

MGT. INFO. SYSTEMS

Computer Science Specialists
Computer Specialists
Financial Managers
Logistics Mgt. Specialists
Management Analysts
Misc. Admin. and
Programs Specialists
Operations Research
Analysts
Program Analysts
Program Managers

MANAGEMENT, FACILITIES

Commissary Store Managers
Correctional Institution
Administrators
Distrib. Facility and
Storage Managers
Equipment Specialists
Facility Managers
Gen. Facilities and Equip.
Manager

Housing Managers
Industrial Property Managers
Production Controllers

MANAGEMENT

Administrative Officers
Logistics Mgt. Specialists
Management Analysts
Manpower Dev. Specialists
Misc. Admin. and Program
Specialists
Program Analysts
Support Svcs. Administrators

MARKETING

Agric. Marketing Specialists
Bond Sales Promotion
Representatives
Contract Specialists
Inventory Mgt. Specialists
Packaging Specialists
Property Disposal Spec.
Supply Specialists
Trade Specialists
Business and Industry
Specialists

MATHEMATICS

Actuaries
Cartographers
Computer Science Mathematical
Statisticians
Mathematicians
Operations Research
Analysts
Statisticians

MEDICAL SUPPORT

Diagnostic Radiological
Technicians
Medical Instrument
Technicians
Medical Record Technicians
Medical Technicians
Nuclear Medicine Technicians
Pathology Technicians
Therapeutic Radiological
Technicians

METEOROLOGY

Meteorologists
Gen. Physical Scientists

NATURAL RESOURCE MANAGEMENT

Fish and Wildlife Admin.
Gen. Biological Scientists
Program Analysts
Wildlife Biologists
Wildlife Refuge Management

NURSING

Nurses
Physician's Assistants

PARK AND RECREATION MANAGEMENT

Foresters
Outdoor Recreation Planners
Park Rangers
Recreation Specialists
Rec. and Creative Arts
Therapists
Management Analysts

PHARMACY

Consumer Safety Inspectors
Consumer Safety Officers
Pharmacists
Pharmacologists

PHYSICAL EDUCATION

Corrective Therapists
Outdoor Recreation Planners
Rec. and Creative Arts
Therapists
Recreation Specialists
Recreation Aids & Assistants
Sports Specialists
Program Analysts

PHYSICAL SCIENCE

Gen. Physical Scientists
Metallurgists
Physicists

PHYSICS

Astronomers and Space
Scientists
Geodesists
Geophysicists
Health Physicists
Hydrologists
Oceanographers
Patent Examiners
Physicists
Gen. Physical Scientists

POLITICAL SCIENCE/GOVT

Archivists
Budget Analysts
Historians
Foreign Affairs Specialists
GAO Analyst
Misc. Admin. and Programs
Specialists
Program Analysts
Public Affairs Specialists
Social Scientists

PSYCHOLOGY

Rec. and Creative Arts
Therapists
Employee Dev. Specialists



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GAO Analyst
Personnel Management Spec.
Psychologists
Personnel Staffing Spec.
Position Class. Specialists
Educational Svcs. Specialists

PUBLIC HEALTH

Environmental Health
Technicians
Food Assistance
Program Specialists
Food Inspectors
Health System Administrators
Health System Specialists
Industrial Hygienists
Public Health Programs
Specialists
Public Health Educators
Social Insurance Admin.
Veterans Claims Examiners

PUBLIC ADMIN.

Budget Analysts
Employee Dev. Specialists
Employee Relations
Specialists
GAO Analyst
Housing Managers
Management Analysts
Manpower Dev. Specialists
Misc. Admin and Programs
Specialists
Program Analysts
Public Utilities Spec.

PUBLIC RELATIONS

Contact Representatives
Foreign Affairs Specialists
Foreign Agricult. Affairs
Specialists
Public Affairs Specialists

PURCHASING

Commissary Store Managers
Contract Specialists
Purchasing Specialists
Business and Industry
Specialists

REAL ESTATE

Building Managers
Housing Managers
Realtors
Business and Industry
Specialists
Contract Specialists

REHABILITATION THERAPY

Corrective Therapists
Manual Arts Therapists
Occupational Therapists
Physical Therapists
Prosthetic Reps.
Rehabilitation Therapy
Assistants

SOCIAL WORK

Food Assistance Program
Specialists
Psychology Aids and
Technicians
Social Science Aids and
Technicians
Social Scientists
Social Service Aids and
Assistants
Social Service Reps.
Social Workers
Recreation Specialists

SOCIOLOGY

GAO Analyst
Social Science Aids and
Technicians
Social Scientists
Social Service Aids and
Assistants
Social Service Reps.
Program Analysts
Sociologists

STATISTICS

Actuaries
Computer Science Spec.
Mathematical Statisticians
Operations Research
Analysts
Program Analysts
Statisticians
Transportation Industry
Analysts

SURVEYING

Geodesists
Land Surveyors

SYSTEMS ANALYSIS

Computer Science Specialists
Computer Specialists
GAO IT Analyst
Misc. Administrative and
Programs Specialists
Management Analysts
Program Analysts

THEOLOGY

Chaplains
Social Workers
Program Analysts

TRANSPORTATION

Cargo Schedulers
Highway Safety Specialists
Marine Cargo Specialists
Traffic Mgt. Specialists
Transportation Industry
Analysts
Transportation Loss/Damage
Claims Examiners
Transportation Operators
Transportation Specialists
Travel Assistants

ZOOLOGY

Animal Scientists
Zoologists
Physiologists





The Pathways Program & The Federal Application Process on USAJOBS.GOV

CONTACT US AT: ORARECRUITMENT@FDA.HHS.GOV



Pursuing A Career with FDA Office of Regulatory Affairs (ORA)

All resources mentioned are contained in this packet.

1. Research ORA at www.fda.gov/orajobs to learn about our work.
2. What type of work are interested in pursuing? Review the *Federall Jobs by College Major, ORA Program Offices handout and ORA brochure pages*.
3. Create a www.USAJobs.gov account and profile. Upload your resume(s), transcripts, and Schedule A Letter and any other required documents.
4. If Military Veteran, Military Spouse or Differing Abilities, send a letter of interest to SpecialPlacementProgram@fda.hhs.gov and you will receive a reply with instructions about submitting a resume to the repository.
5. Go to usajobs.gov and apply for job announcements (Internships, Recent Graduate if applicable, <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/>).
6. Make sure your resume contains the experience and skills the position you are applying for is requiring. Tweak your resume as needed for each application.
7. Also apply for any other job announcements you are qualified for on USAJobs.
8. Experienced Professionals can view Title 21 job announcements not posted on USAJobs at <https://www.fda.gov/about-fda/jobs-and-training-fda/title-21-job-opportunities>. Other open positions will be on www.usajobs.gov
9. Review the information in the handout to become knowledgeable about the application process, schedule A letters, and other important information.
10. Take Action, don't wait for them to find you! Apply for jobs, create alerts for new job announcements in USAJobs, follow all application instructions. Use the available resources on USAJobs.gov - <https://www.usajobs.gov/help/>.
11. Follow FDA and ORA on social media: Twitter@fda_ORA and @FDA and ["FDA Recruitment Network" on LinkedIn](#).
12. Contact us at ORARecruitment@fda.hhs.gov with questions about ORA job announcements.

PATHWAYS PROGRAM

The Pathways Programs are designed to attract students and recent graduates to public service through three different career paths: the Internship Program, the Recent Graduates Program, and the Presidential Management Fellows Program.

Internship Program

The Internship Program is designed to provide students enrolled in a wide variety of educational institutions, from high school, college, and trade school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for work performed. Students who successfully complete the program may be eligible for conversion to a permanent job in the civil service.

Recent Graduates Program

The Recent Graduates Program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government. The program lasts for 1 year (unless the training requirements of the position warrant a longer and more structured training program). The Recent Graduates Program is a 1-year program for participants who have graduated with an Associate of Arts or higher or who have graduated from qualifying certificate programs. Applicants must have graduated within 2 years of applying or 6 years for veterans precluded from applying because of their military service obligations.

Presidential Management Fellows

The Presidential Management Fellows Program is a flagship leadership development program at the entry level for advanced degree candidates. Created more than 3 decades ago, the Program attracts and selects from the best candidates and is designed to develop a cadre of potential Federal Government leaders. The Presidential Management Fellows Program is a 2-year program for participants who have graduated from a graduate or professional degree program from a qualifying educational institution.

Mission Critical Occupations

Consumer Safety Officer • Chemist • Microbiologist • Pharmacist • Operations Research • Medical Officer • General Health Scientist • Veterinary Medical Officer • Engineer • Math Statistician • Biologist • Epidemiologist • Toxicologist • Administrative • Information Technology Specialist



For more information about the Pathways Programs, please visit: <https://www.opm.gov/about-us/careers-at-opm/students-recent-graduates/>

Question? Email OO-OHR-Pathways@fda.gov

Connect with us!  @FDAJobs  FDA





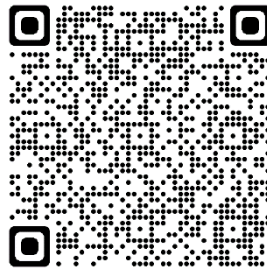
Students & recent graduates

If you're a current student or recent graduate, you may be eligible for federal internships and job opportunities through the Pathways and other student programs.

Contact Us: ORAREcruitment@fda.hhs.gov

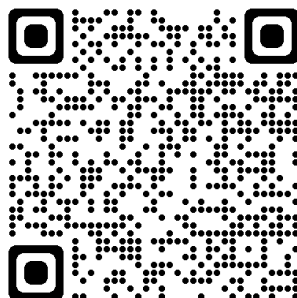
Current FDA Pathways Internship Job Announcement – Year Around in Maryland

[USAJOBS - Search](#)



All Federal Government Internships and Recent Graduate Postings

<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/>



How does the application process work?

This is a quick summary of how the federal application process works when you use USAJOBS to apply for positions.

1. Create an account with login.gov

First, you need to [create an account with login.gov](#).

2. Create a USAJOBS profile

Once you have a login.gov account, you need to [create a profile on USAJOBS](#) to apply to any job.

With a USAJOBS profile you can:

- Apply to any job on USAJOBS.
- Save jobs you're interested in.
- Save and automate job searches.
- Upload and save resumes or create one using our resume builder.
- Upload and save required documents.
- Have a more personalized experience.

3. Search for jobs

Start your job search by typing in a keyword or location. Use our search filters to narrow your results by salary, work schedule, agency and more.

You can search for jobs anytime, but it's best to create and sign into your profile before doing a search. Why? Because, we can use your profile information to improve your job search results. [Learn how to search for jobs](#).

Save your search

You can save a search, which will save you time the next time you visit USAJOBS. When you save a search, we'll automatically look for jobs that match what you're looking for and email you, daily, weekly or monthly with those jobs. [Learn how to save a search](#).

4. Review job announcement

If you find a job you're interested in, read the entire announcement to make sure you're [eligible and you meet the qualifications](#). For each job there are specific qualifications—your application must show how you meet the required qualifications.

- Read the **This job is open to** section to see if you're eligible to apply.
- Read the **Clarification from the agency**, or the **Who may apply** sections for further eligibility details (not all job announcements will include this information).
- Read the **Qualifications** section to see if you meet the job's qualifications. [Understand the job announcement](#).

Contact the agency representative if you have questions. The contact information is listed below the **How to apply** section of the job announcement.

5. Prepare your application in USAJOBS

Read the **How to Apply** section of the job announcement before starting your application. Click **Apply** to [start your application](#)—we'll walk you through a five-step process where you'll attach a resume and any required documents.

During the application process you can review, edit, and delete your information. We'll automatically save your progress as you go, so you won't lose any changes. [Learn how to create an application.](#)

6. Submit application to agency

When your application is ready in USAJOBS, we'll send you to the agency application system where you can submit your application. Before you submit, you may need to complete other agency-required steps such as:

- Providing more personal information.
- Providing more documentation.
- Answering eligibility questions.
- Completing an occupational questionnaire—look for a preview of the questions under the **Required documents** section.

It may take you longer to apply to some jobs than others, because some agencies and jobs require more information than others.

After you submit your application, go back to the **Application** section of your USAJOBS account and make sure the hiring agency received your application. Your application status will say you applied with the date you submitted your application if it went through.

You can always [check the status of your application](#) in your USAJOBS profile with the **Track This Application** link.

How long will it take to receive an updated status?

It may take a few hours, after you submit your application, for the agency to update your status. You may also receive an email confirmation from the agency application system, but not all agencies send email confirmations.

7. Agency reviews application

The hiring agency will start reviewing applications once the job announcement closes. The hiring agency will review your application to make sure you're eligible and meet the job qualifications, and will place qualified applicants into these categories:

- Minimally qualified
- Highest qualified

After the hiring agency reviews all applications, they will send the highest qualified applicants to the hiring official.

8. Interview

The hiring official will review the highest qualified applications and select applicants to interview based on agency policy. The hiring agency will contact applicants directly to schedule interviews.

Hiring officials can interview applicants using:

- A panel
- In-person
- Video
- Phone

There may be more than one interview round. For example, an applicant may have a phone interview and then an in-person interview.

How long will it take to schedule an interview?

It may take some time to schedule interviews, depending on the number of people being interviewed.

9. Agency selects candidate

After the agency completes all interviews, they will select a candidate(s) and contact them to start the job offer process. For those not selected, the hiring agency will update the job status to **Hiring complete**. If the hiring agency does not fill the position, the job status will update to **Job canceled**.

10. Job offer

The hiring agency will extend a tentative job offer. Once this offer is accepted the agency will start the background investigation. The agency may require additional security checks for jobs that need a higher-level clearance.

When is the job offer final?

The job offer is final when the agency successfully completes the background investigation and any additional security checks. The hiring agency will contact the candidate(s) directly to set up a start date.

You've submitted an application on USA Jobs, now what?



JOB APPLICATION ROADMAP



STEP 1

Announcement closes. HR Specialist reviews resumes and supporting documentation.

STEP 2

HR Specialist rates and ranks applications against pre-determined criteria.



STEP 3

HR Specialist refers applicants with the highest rating as best-qualified, then notifies all the candidates of their referral/non-referral status.



STEP 4

Hiring manager reviews application and determines who they would like to interview.

STEP 5

Hiring manager conducts interviews and checks candidates' references.



STEP 6

Hiring manager makes a selection and returns list to the HR Specialist.



STEP 7

HR Specialist makes the tentative job offer to the candidate. The candidate accepts or declines the position and provides desired start date.



STEP 8

Selected candidate completes required security documents in e-Quip system.



STEP 9

FDA Security Office completes background investigation of selected candidate.



STEP 10

Employee enters on duty (EOD) and begins their rewarding career with FDA.



IMPORTANT REMINDERS

- It is extremely important to carefully read the entire job announcement and ensure all required documentation is submitted.
- Be patient, the job application and hiring process has many steps and can be lengthy.
- Ensure your resume has up-to-date contact information on it so hiring managers & HR can easily reach you.
- HR should be your first point of contact for questions, and are the only authorized personnel to formally offer you an official position and provide you details about on-boarding.



You want to make a difference.

FDA
wants to hire you.



ORA Overview and Career Opportunities

CONTACT US AT: ORARECRUITMENT@FDA.HHS.GOV

JOIN OUR TEAM!

ACCOUNTABILITY • COMMITMENT • COMMUNICATIONS
DIVERSITY AND INCLUSION • INTEGRITY AND RESPECT • QUALITY



At the Food & Drug Administration (FDA), Office of Regulatory Affairs (ORA), you can make a difference in protecting the health of the American people. ORA has an ongoing need for qualified individuals with backgrounds in health-related sciences, engineering, regulatory policy, information technology, and many more!

ORA inspects regulated products and manufacturers of foods, drugs, and medical products, conducts sample analyses of regulated products, and reviews imported products offered for entry into the United States. ORA serves as the eyes and ears of the agency through its network of consumer safety officers and laboratory analysts and occupies virtually all agency field offices and a significant presence in headquarters.



INCENTIVES

While your service will make a significant public health impact, at ORA, employees may also enjoy benefits that include: student loan repayment, paid federal holidays, paid annual leave, sick leave, flexible work from home schedules, affordable healthcare and insurance, an inclusive and diverse culture, reasonable accommodations, merit system principles, attractive retirement programs, mentoring programs, paid training, and professional development tools and resources.



ORA HIGHLY SOUGHT POSITIONS

- | | |
|---------------------------------|--|
| Consumer Safety Officers | Emergency Response Coordinators |
| Chemists | Project Specialists |
| Biologists | Management Analysts |
| Microbiologists | Program Support Specialists |
| Criminal Investigators | and many more! |
| Recall Coordinators | |

Check www.fda.gov/orajobs for current vacancies



GENERAL TIMEFRAME TO SUBMIT AN APPLICATION

Most job announcements only allow for a limited timeframe of five days and may allow for a limited number of applicants; therefore, it is important for applicants to visit USAjobs regularly for the latest job announcements.



HOW TO FIND JOBS AND APPLY

Visit www.USAJobs.gov/help to learn how to:



ORA Program Areas

Under ORA's new program-based management model, there are seven key programs for operations. Each program has a unique number of program divisions for a total of 28 operational divisions.

1. Biological Products

The Office of Biological Products Operations (OBPO) conducts inspections, investigations, and compliance activities for blood and tissue products as well as vaccines and other biological products. This office covers a wide range of products such as allergenics, somatic cells, gene therapy, tissues and recombinant therapeutic proteins.

2. Bioresearch Monitoring

The Office of Bioresearch Monitoring (BIMO) Operations is responsible for cross-center activities ensuring the protection of subjects involved in clinical research for FDA-regulated products and that non-clinical research is conducted according to Good Laboratory Practices (GLP) requirements.

3. Human and Animal Food

The Office of Human and Animal Food Operations (OHAFO) oversees all field inspection and compliance operations related to human and animal food and other products regulated by Center for Food Safety and Nutrition and the Center for Veterinary Medicine.

4. Medical Devices and Radiological Health

The Office of Medical Device and Radiological Health Operations (OMDRHO) coordinates, directs and assists with medical device and radiological health inspectional activities, including conducting inspections of medical devices and radiation-emitting products, as well as providing technical assistance regarding medical devices and radiological health inspectional operations.

5. Pharmaceutical Quality

The Office of Pharmaceutical Quality Operations (OPQO) coordinates domestic and foreign inspectional, quality and investigational activities of pharmaceutical products, as well as providing technical assistance regarding pharmaceutical investigational operations.

6. Tobacco

Tobacco Operations, a program within the Office of Regulatory Affairs' (ORA) Office of Medical Products and Tobacco Operations (OMPTO), is a rigorous compliance and enforcement program aiming to ensure that the tobacco industry follows the law and regulations designed to reduce the health burden of tobacco use.

7. Import Program

The Office of Enforcement and Import Operations (OEIO) provides direction, assistance, management and oversight of field import operations, including investigational and compliance activities and serves as the agency focal point for headquarters/field relationships on all import programs, operations, and problems.

Office of Regulatory Affairs (ORA) Consumer Safety Officer GS-0696-7/12

Ensuring the Safe Goods Manufacturing of All FDA Regulated Products



You want to
make a difference.

FDA wants to hire you.

Consumer Safety Officer

- As a Consumer Safety Officer (CSO), you will be responsible for conducting inspections and investigations in an industry regulated by the Food and Drug Administration and submitting written computer-generated reports accompanied by supporting evidence documenting violations of the laws that we enforce.
- CSOs routinely examine products covering six primary areas: pharmaceuticals, medical devices, human and animal foods, biologics, bioresearch monitoring, and imports to ensure compliance with U.S. law. This includes imported products at ports of entry around the country.
- FDA works closely with our U.S. Customs and Border Protection counterparts to cover ports of entry along with nine International Mail Facilities (IMF). In some districts, a CSO assigned to import operations may be trained/assigned to one of the United States border locations or IMF.

FDA CSOs add value by:

- Investigating complaints of injury, illness, or death caused by an FDA-regulated product.
- Initiating actions against violators.
- Advising industry, state and local officials and consumers on enforcement policies, methods, and interpretation of regulations.
- Planning and directing regulatory programs.
- Developing inspection procedures and techniques.
- Coordinating the review process of New Drug Applications (NDAs).

CSO Qualifications

- A bachelor's or graduate/higher level degree in quality assurance or a related degree that includes at least 30 semester hours in one or a combination of the following: consumer laws, biological sciences, food science, chemistry, pharmacy, physical sciences, food technology, nutrition, medical science, engineering, epidemiology, veterinary medical science, legal investigations, law enforcement, or related scientific fields that provided knowledge directly related to consumer safety officer work.
- The 30 semester hours may include up to 8 semester hours in statistics, or course work that included the principles, theory, or practical application of computers or computer programming or
- A combination of education and experience--courses consisting of at least 30 semester hours in the fields of study described in the information above, plus appropriate experience or additional education.
- Position requires travel up to 50% of the time, and a driver's license. Successful candidates should have the ability to travel by car, air, and internationally if needed.

CSO Salary (Grade) Levels

Consumer Safety Officer positions are most commonly filled at the federal General Schedule (GS) grade levels GS-5 through 13 at the headquarters level and GS-5 through 11 at the field level. To qualify for higher-graded positions, candidates must have additional specialized experience or directly related education. The amount of additional experience or education required depends on the grade of the position. For a list of GS-grade salaries go to www.OPM.gov.

Department of Health and Human Services (DHHS)

Become a part of the Department that touches the lives of every American. At the [Department of Health and Human Services \(HHS\)](http://www.hhs.gov) you can give back to your community, state, and country, by making a difference in the lives of Americans everywhere!

US Food and Drug Administration (FDA)

The HHS Food and Drug Administration (FDA) has been recognized as one of the Federal Government's best places to work. The FDA is responsible for protecting the public health by ensuring the safety, efficacy, and security of human and veterinary drugs, biological products, and medical devices; and by ensuring the safety of our nation's food supply, cosmetics, and products that emit radiation.

FDA Work Life Balance

While making an impact at ORA, additional benefits include: paid federal holidays, paid annual leave, sick leave, flexible work schedules, affordable healthcare and insurance, child care subsidy, attractive retirement programs, mentoring programs, paid training and professional development tools and resources.

Office of Regulatory Affairs (ORA)

The Office of Regulatory Affairs, which includes virtually all the field offices of FDA as well as a significant presence in the Washington DC Metropolitan area, serves as the traditional eyes and ears of the agency through its network of investigators and laboratory analysts. ORA works closely with each of the FDA Centers and with other components of the agency to enforce the laws that protect and advance the public health. ORA protects consumers by maximizing compliance of FDA-regulated products and minimizing risk associated with those products. More than 5,000 ORA professionals work in a range of program areas and locations in 227 offices and 13 laboratories throughout the United States every day to maximize compliance of regulated products and to minimize public health risk. ORA regulates more than 135,000 business establishments that annually produce, warehouse, import, and transport \$1 trillion worth of consumer goods.

Where to Find Jobs & How to Apply

Go to www.USAJobs.gov and create a profile to upload or build your resume. Type "FDA ORA" in the search bar and your preferred job location (city and state). Apply for available Consumer Safety Officer positions and submit your application. Your resume will be reviewed by our Human Resources Specialists. This review process could take up to 60 days or longer. You can check the Status of your applications at www.USAJobs.gov after signing-in to your account and clicking on "My Applications."

Find more information about ORA job openings and updates at www.fda.gov/orajobs.

Also follow us on social media for the latest job announcements.



@FDA_ORA



@FDA



You want to
make a difference.

FDA wants to hire you.

Consumer Safety Technicians

- Consumer Safety Technicians (CSTs) assemble primary source material and other required information from various agency files and literature to identify issues that are the subject of investigations of the quality of a given FDA regulated product.
- Use formal procedures to serve as the organization's focal point for providing office management services for an office unit with subordinate units. CSTs provide invaluable program services and support in executing the FDA mission.
- Collect samples and perform analysis of samples across FDA regulated products. We also review products that are imported in to the U.S. We may determine the regulatory status of products based on established guidelines.

ORA Consumer Safety Technicians add value by:

- Supporting ORA Managers to keep your family safe. We have an immediate impact on the safety of the food, drug and medical device industries assuring the integrity of products across all regulated sectors.
- Serving as a liaison between the supervisor and staff, performing program support activities such as providing advice on administrative procedures and other matters; monitoring, regulating, and preparing nontechnical correspondence, and reports.

Qualifications

- There are no formal educational requirements for the position of Consumer Safety Technician.
- Successful candidates will have strong verbal and written professional communication skills, hold strong interpersonal skills, be able to multi-task, pay strong attention to detail and hold strong time management skills.
- Experience utilizing a variety of software applications; gathering information and/or data from various sources to prepare written correspondence, documents and/or reports; and performing administrative office duties.
- Being self-motivated while engaging in team work, being a team player, holding strong MS Office software skills and the ability to quickly learn to use agency databases are all critical to success in this position.

- At the full performance level (GS-07), CSTs are flexible toward the changing needs of the office, train others in same job functions, hold advanced knowledge of administrative procedures, and deliver strong customer service.
- Travel of 25% or less may be expected for this position.

Consumer Safety Technician Salary (Grade) Levels

The federal General Schedule (GS) grade levels at which CST positions are most commonly filled are GS-5 through GS-7. For a list of GS-grade salaries, see the Office of Personnel Management website (www.OPM.gov).

Department of Health and Human Services (DHHS)

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Where to Find Jobs & How to Apply

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@FDAJobs and @FDA_ORA



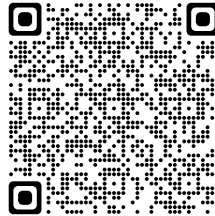
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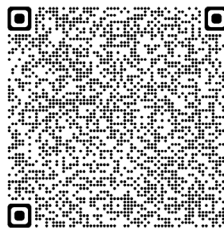
Resources for FDA Office of Regulatory Affairs (ORA) Career Opportunities

ORA Career Resources (links to information and handouts)

www.fda.gov/orajobs



Current ORA Job Announcements on www.USAJobs.gov



ORA Executive and Scientific Positions NOT on USAJobs (Title 21)

<https://www.fda.gov/about-fda/office-regulatory-affairs/executive-and-scientific-positions-ora>



FDA Executive and Scientific Positions NOT on USAJobs (Title 21)

<https://www.fda.gov/about-fda/jobs-and-training-fda/title-21-job-opportunities>

