

**Opportunity Title:** Analytical and Administrative Support

**Opportunity Reference Code:** EPA-NSSC-0002-14

**Organization** U.S. Environmental Protection Agency (EPA)

**Reference Code** EPA-NSSC-0002-14

**How to Apply** Click [HERE](#) to Apply

**Description** The EPA National Student Services Contract has an immediate opening for a Master's level full time Analytical and Administrative Support position with the Office of Research and Development at the EPA facility in Washington, D.C.

The Office of Research and Development at the EPA supports high-quality research to improve the scientific basis for decisions on national environmental issues and help EPA achieve its environmental goals. Research is conducted in a broad range of environmental areas by scientists in EPA laboratories and at universities across the country.

#### What the EPA project is about


The Office of Science Advisor, Policy and Engagement (OSAPE) is responsible for the Agency's official Scientific Integrity policy and human subject research review, as well as overseeing and managing: intra-agency science coordination, the Action Development Process leadership, the Regional Science Program, Tribal Science, External Advisory Boards, and EPA extramural research support and partnerships (including research grants and partnerships, challenges, and prizes).

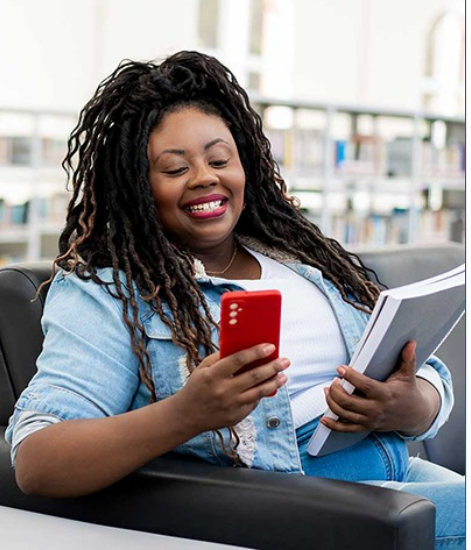
#### What experience and skills will you gain?

As a team member, you will help to develop and implement cross-agency strategies that support the functions listed above. You will assist with the analytical and administrative duties required to support and maintain robust programs.

#### How you will apply your skills


- Assisting the team in developing oral presentations using graphics and other interactive formats;
- Assisting the team and OSAPE management with the development of products, the conduct of meetings, storing and properly manage the records, and timely search and retrieval of information;
- Conducting analysis of data and information collected for the various functions, preparing survey instruments under the direction of the Team leader, and preparing web related and other communication materials;
- Performing research on related topics that support the various OSAPE functions and responsibilities; and


 **ORAU Pathfinder**



Whether you are just starting your career or already at a senior level, ORAU offers internships, fellowships, research opportunities, and contract positions that can provide you with invaluable experience. Download the ORAU Pathfinder mobile app and find the right opportunity to propel you along your career path!

[Visit ORAU Pathfinder ↗](#)

 GET IT ON  
**Google Play**

 Download on the  
**App Store**

**Opportunity Title:** Analytical and Administrative Support

**Opportunity Reference Code:** EPA-NSSC-0002-14

- Working in a team environment that supports cross learning and maximizes the student opportunity to learn about the functions of OSAPE, as well as other components of EPA.

**Required Knowledge, Skills, Work Experience, and Education**

- Demonstrated education and/or experience in both science and policy;
- Demonstrated leadership and critical thinking skills and experience working in teams;
- Experience communicating and coordinating efforts between different groups;
- Demonstrated skill in developing oral presentations using graphics and presentation software;
- Experience conducting analysis of data and information to address specific applications; and
- Proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook).

**Location:** This job will be located EPA's facility in Washington, D.C.

**Salary:** Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$31.23 for hours worked.

**Hours:** Full-time

**Travel:** No travel is expected

**Expected start date:** The position is full time and expected to begin May 2021. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The initial project is through May 14, 2022, with up to 3 additional option periods.

*For more information, contact [EPAjobs@orau.org](mailto:EPAjobs@orau.org). Do not contact EPA directly.*

**Qualifications**

- Be at least 18 years of age **and**
  - Have earned at least a Master's degree in the Biological, Environmental or Physical Sciences, Environmental Policy or a closely related field from an accredited university or college within the last 24 months **and**
- Be a citizen of the United States of America or a Legal




**Opportunity Title:** Analytical and Administrative Support

**Opportunity Reference Code:** EPA-NSSC-0002-14

Permanent Resident.

*EPA ORD employees, their spouses, and children are not eligible to participate in this program.*

**Eligibility  
Requirements**

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** Master's Degree received within the last 24 month(s).
- **Discipline(s):**
  - **Earth and Geosciences** (1 )
  - **Environmental and Marine Sciences** (14 )
  - **Life Health and Medical Sciences** (46 )

**Affirmation**

I certify that I am at least 18 years of age; a recent graduate with at least a Master's degree in the Biological, Environmental or Physical Sciences, Environmental Policy or a closely related field from an accredited university or college within the last 24 months; a citizen or a Legal Permanent Resident of the United States of America; and not a current employee of EPA ORD or the spouse or child of an EPA ORD employee.

Click [HERE](#) to Apply

ORAU is an Equal Opportunity Employer (**EOE AA M/F/Vet/Disability**); visit the [ORAU website](#) for required employment notices.