

**Opportunity Title:** Bio-Lab Information System Support

**Opportunity Reference Code:** EPA-NSSC-0007-47

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

**Reference Code** EPA-NSSC-0007-47

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

**Description** The EPA National Student Services Contract has an immediate opening for two full time Bio-Lab Information System Support positions with the Office of Research and Development at the EPA facility in Cincinnati, Ohio.

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 Research and Development (ORD), Center for Environmental Measurements and Modeling (CEMM) is a scientific organization responsible for carrying out EPA's mission to protect human health and the environment by developing and applying innovations in exposure science.

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

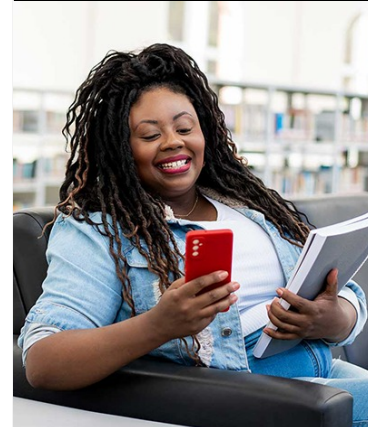
As a team member, you will assist the CEMM LIMS Laboratory Manager (LM) and CEMM Director of Quality Assurance (DQA) with the technical and administrative duties required to fulfill its obligations in relation to its Laboratory Information Management System (LIMS), including scientific and technical support, database and records management and communication with CEMM's management, researchers and research support personnel.

#### Scientific and Technical Support responsibilities shall include:

- Assisting in planning, executing, and following up on meetings associated with activities of the CEMM LM and DQA;
- Assisting in identifying opportunities for improvement in LIMS activities and recommending and implementing solutions;
- Assisting the CEMM LIMS LM and DQA with review of all technical documentation, procedures, and policies impacting LIMS development and implementation;
- Assisting the CEMM LIMS LM and DQA in conducting in-house laboratory process reviews at the facility, including (but not limited to) reviewing and documenting procedures for laboratory workflows from sample receipt to disposal;
- Assisting in the development of LIMS related standard operating procedures, training materials, summary reports, briefings and presentations, or other materials necessary to support LIMS;
- Assisting the CEMM LIMS LM and DQA in the multi-layer coordination,



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planning, and implementation of LIMS method configuration, inventory and asset management, data exchange, and other technical LIMS related functionalities;

- Assisting the CEMM LIMS LM and DQA with the development and configuration of processing scripts, data exchange templates for automated data or metadata transfer;
- Assisting the CEMM LIMS LM and DQA with the standardization of database elements to preserve database integrity; and
- Assisting the CEMM LIMS LM and DQA with the development, design, and maintenance of custom reports including sample labels, bench sheets, data reports, etc.

**Database and Records Management responsibilities (for both administrative and scientific and technical support) shall include:**

- Assisting the CEMM LIMS LM and DQA in developing, maintaining, and updating laboratory supporting research equipment inventories in coordination with researchers within the LIMS;
- Configuring and testing LIMS functionality, communicating identified issues ("bugs") and assisting with resolution;
- Assisting the CEMM LIMS LM and DQA with tracking submitted issues and suggestions to the LIMS vendor;
- Providing support to establish, maintain, and update supporting databases or records including, but not limited to, shared drives, SharePoint sites, tracking spreadsheets, training records, LIMS websites, etc.; and
- Creating, updating, and managing LIMS data workflows and associated processing scripts in the LIMS Manager application.

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

- Experience with information systems utilized in a laboratory environment such as a, electronic laboratory notebook (ELN), laboratory information management system (LIMS), scientific data management system (SDMS), laboratory execution system (LES) or similar;
- Advanced proficiency with Microsoft Office applications including Excel, PowerPoint, and Word;
- Experience in administration support functions (i.e., recordkeeping, filing) and managing electronic and hardcopy records and/or databases;
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications; and
- Strong organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines.

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

- Experience with Microsoft Outlook, SharePoint, OneNote, and desktop publishing applications such as Visio and
- Experience with basic programming languages such as SQL, XML, R, etc.

**Location:** This job will be located EPA's facility in Cincinnati, OH.

**Salary:** Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$22.63 for hours worked.

**Hours:** Full-time.

**Travel:** Occasional overnight travel is not anticipated.

**Expected start date:** The position is full time and expected to begin June 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. Do not contact EPA directly.*

**Qualifications**

- Be at least 18 years of age **and**
- Have earned at least a Bachelor's degree in a laboratory-based physical science such as biology, molecular biology, toxicology, chemistry, or a closely related field of study from an accredited university or college within the last 24 months **and**
- Be a citizen of the United States of America or a Legal 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:** Bachelor's Degree received within the last 24 month(s).
- **Overall GPA:** 2.00
- **Discipline(s):**
  - **Chemistry and Materials Sciences** ([12](#) 👁)
  - **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 Bachelor's degree in a laboratory-based physical science such as biology, molecular biology, toxicology, chemistry, or a closely related field of study 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.

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