

Opportunity Title: Educational Program Coordinator

Opportunity Reference Code: EPA-NSSC-0001-5

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-NSSC-0001-5

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

Description The EPA National Student Services Contract has an immediate opening for a full time Educational Program Coordinator 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 Resource Management (ORM) provides administrative services that enable and support ORD research. We partner with our customers to identify their critical needs, and meet or exceed them by leveraging our diverse knowledge, talents, and experience to provide exceptional "cradle-to-grave" support. The Extramural Management Division (EMD) within OARS provides extramural expertise for contracts, interagency agreements, and cooperative agreements whose usage spans across ORD's labs, centers and offices and provides small acquisition contracting support for remote ORD labs with limited ORD-wide under special circumstances. The Partnership, Fellowships & Technology Transfer Branch (PFTTB) within EMD, provides project officers for ORD-wide partnership agreements. Once such agreement with the Department of Energy is the ORISE Research Participate Program (ORISE) that is extensively used to provide educational and research opportunities to students, post-docs and faculty in areas that support ORD's research mission.

What experience and skills will you gain?

As a team member, you will assist the PFTTB and the ORISE Project Officer with the analytical and administrative duties required to support and assist with maintaining the ORISE program.

Administrative and analytical responsibilities shall include:

- Reviewing new research opportunity announcements to ensure proper terminology usage and adherence to EPA ORISE policy, coordinating edits with mentors, – forwarding reviewed/edited announcements to the ORISE Project Officer with a recommendation to post, and maintaining an up-to-date spreadsheet of announcements with active hyperlinks, including opening date and selected participant(s);
- Assisting with the review of proposed ORISE participant travel packages to ensure completeness and adherence to policy, coordinating with ORD ORISE coordinators in the labs, centers and



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offices as needed. Prepare needed approval documentation for ORISE Project Officer;

- Reviewing ORISE participant-related international travel requests for completeness; assisting with the preparation of required documentation for submission to the Senior Resource Official (SRO); maintaining a spreadsheet by pre-defined data elements to record all ORISE international travel submissions and their status; maintaining an electronic file of all SRO approvals; assisting with the preparation of needed approval documentation for ORISE Project Officer;
- Assisting with maintaining current intranet content through assisting with the drafting of procedure documents, updating and highlighting policy changes, drafting assistance tools to aid mentors and ORISE coordinators in navigating through the various actions required during ORISE participants' appointments;
- Assist with development of ORISE SharePoint site, if determined by the ORISE Project Officer to be preferential to using the intranet site for sharing of ORISE related policies, procedures, status logs, etc.;
- Coordinating with the ORISE Project Officer, establish an electronic records filing system classified by major functional area (such as announcements, travel, recruitment, personnel security, reports, etc.) for the ORISE interagency agreements aimed at increasing access to and facilitating records management of documentation needed for decision-making, trend analyses, and audit purposes; and
- Working with the EPA ORD records management specialist, prepare paper and electronic records for disposition, i.e., for destruction or archiving. Prepare file lists and coordinate shipment to the Federal Records Center.

Communications-related responsibilities shall include:

- Facilitating the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts. This will include coordinating schedules of participants, maintaining a regular schedule of meetings, setting up webinars as may be required, etc.;
- Assisting the ORISE Project Officer in the development of presentations to management; and
- Maintaining records of meetings, correspondence, and action documents, and maintaining a system to track projects in progress.

Because this student will be an ORAU employee assisting with the management of an ORAU program (ORISE), the program office will develop a set of internal management controls to ensure that the student is not exposed to any sensitive budget, planning or management information.

Required Knowledge, Skills, Work Experience, and Education

- Experience with Adobe Acrobat XI Professional and Microsoft design

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software (preferably Visio);

- Advanced skills with Microsoft Office applications including Excel, PowerPoint, Access, Word, and Outlook;
- Experience in administration support functions (recordkeeping, filing, etc.) and managing records (electronic and hardcopy) or databases;
- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines;
- Strong proofreading and editing skills; and
- Strong written, oral and electronic communication skills

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 \$23.26 for hours worked.

Hours: Full-time.





Travel: 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@oraу.org. Do not contact EPA directly.

- Qualifications**
- Be at least 18 years of age **and**
 - Have earned at least a bachelor's degree in business administration, accounting, communications 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):**
 - **Business** ([11](#) )
 - **Communications and Graphics Design** ([6](#) )
 - **Earth and Geosciences** ([1](#) )
 - **Environmental and Marine Sciences** ([14](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a

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bachelor's degree in business administration, accounting, communications 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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