

**Opportunity Title:** Research Program Administrative Support

**Opportunity Reference Code:** EPA-NSSC-0008-31-8-5-21

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

**Reference Code** EPA-NSSC-0008-31-8-5-21

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

**Description** The EPA National Student Services Contract has an immediate opening for a full time Research Program Administrative Support position with the Office of Research and Development at the EPA facility in Cincinnati, OH.

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 Center for Environmental Solutions & Emergency Response (CESER) plans, coordinates and conducts an applied, customer-driven, national research and development program to improve decision making by EPA, federal, state, tribal and local agencies. CESER is composed of five divisions with responsibility for providing applied scientific and engineering solutions, technologies, and cutting-edge innovations to protect and remediate air, land, and water resources, and critical infrastructure challenged by systemic and acute environmental contamination.

This opportunity is located within Technical Support Coordination Division (TSCD). TSCD provides coordination and delivery of ORD technical expertise to assist EPA Program Offices, Regions, states and tribes with decision making at contaminated or potentially contaminated sites. TSCD brings together three of ORD's technical support centers (TSCs) and Superfund and Technology Liaisons (STLs) located in each of the EPA regions to provide a one-stop function to obtain the full spectrum of ORD technical expertise.

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

As a team member, you will assist EPA staff with the administrative duties required to support and maintain day-to-day program operations, including the administration, management, and logistics of government resources. This position will encompass both general administrative support and specific program support that assist in the operations of TSCD.

#### **General Administrative Support**

- Developing, managing, and maintaining systems and databases to track administrative processes such as supplies, training, awards;
- Maintaining records of meetings, correspondence and documents;
- Developing and maintaining document control systems for control of the location, arrangement, access, and use of electronic and paper files;



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- Assisting in the maintenance, transfer, and disposition of records in accordance with established protocols;
- Assisting with data entry, word-processing and development of presentations;
- Assisting with the logistics and coordination activities for briefings, meetings, workshops, video teleconferences and other collaborative efforts;
- Assisting in the creation and update of standard operating procedures for daily operations of the division;
- Assisting in coordinating the in-process and out-process of staff, visitors, and volunteers; and
- Utilizing automated systems to enter, search, edit, and extract data and information.

#### **Programmatic Support**

- Logistics support to the Superfund Technical Liaison Research (STLR) Program;
- Administrative support to facilitate the review of STLR program application packages by the Review Panel;
- Supporting TSCD's Environmental Lean Management System (ELMS) initiatives by retrieving performance data from C-STARS and other databases, and assisting in the administration of surveys to gather, organize, and communicate data on the timeliness, responsiveness, and quality of TSCD technical support activities;
- Collecting, developing and updating materials for ORD websites related to CESER and TSCD;
- Assisting with developing and managing training and other requests using the Agency Business Automation Platform (BAP). Tracking requests via a spreadsheet on a share drive;
- Assisting with the processing of ORD's training forms to ensure staff are registered and approved for training opportunities; and
- Updating, editing and creating content for CESER's intranet pages.

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

- Advanced proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook);
- Experience in administrative support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases;
- Experience conducting internet research;
- Strong communication skills (i.e., written, oral, telephone etiquette) as evidenced by a writing sample;

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- Strong time management and organizational skills, including experience handling multiple assignments with competing deadlines; and
- Strong proofreading and editing skills.

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

- Experience involving the management of databases;
- Experience involving the operation of video teleconferencing equipment;
- Experience with desktop publishing software; and
- Experience organizing, tracking and coordinating large amounts of electronic information.

**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 travel may be required.

**Expected start date:** The position is full time and expected to begin August 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 potential optional 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 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](#) 👁)
    - **Communications and Graphics Design** ([2](#) 👁)
    - **Computer, Information, and Data Sciences** ([17](#) 👁)
    - **Earth and Geosciences** ([21](#) 👁)
    - **Engineering** ([27](#) 👁)
    - **Environmental and Marine Sciences** ([14](#) 👁)

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- **Life Health and Medical Sciences** ([46](#) 👁)
- **Mathematics and Statistics** ([10](#) 👁)
- **Physics** ([16](#) 👁)
- **Science & Engineering-related** ([1](#) 👁)
- **Social and Behavioral Sciences** ([28](#) 👁)

**Affirmation** I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree 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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