

**Opportunity Title:** Environmental Program Assistant

**Opportunity Reference Code:** EPA-NSSC-0008-1

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

**Reference Code** EPA-NSSC-0008-1

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

**Description** The EPA National Student Services Contract has an immediate opening for a full time Environmental Program Assistant 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 and 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, when faced with challenging environmental problems in the built environment. The CESER IO is led by the Laboratory Director, the Deputy Director for Management, and the Chief of Staff.

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

As a team member, you will support the Lab Director and Deputy Director for Management (referred to hereafter as senior management) as well as the Chief of Staff as a Program Assistant. In this capacity, the student contractor shall perform a wide variety of office related activities.

#### **How you will apply your skills:**

- Manage incoming telephone calls.
- Manage senior management's calendars.
- Schedule meetings for senior management and with senior management when requested by CESER staff.
- Develop and maintain coordination platforms for front office (e.g., SharePoint, Doodle Polls).
- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts.
- Review incoming and outgoing correspondence when requested by senior management.
- Provide general assistance to all members of the CESER/IO, as applicable, to assist in priorities (e.g., copying, deliveries, mail-outs, etc.).
- Maintain a system to track CESER IO action items and monitor with Chief of Staff on a routine basis to ensure follow up and completion of tasks.
- Develop analysis of results from various queries, surveys, or reports and provide summaries for senior management as needed.

The student contractor shall perform duties, as requested, according to specifications and instructions provided by the mentor. All necessary instructions and training will be provided by the EPA mentor.

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

- Education and/or experience in both environmental science and policy;
- Demonstrated leadership skills and have experience working in teams;
- Strong written, oral and electronic communication skills;
- Proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook, and Access); and
- Experience in database and spreadsheet design, implementation, maintenance, and analysis.

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**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 may be required.

**Expected start date:** The position is full time and expected to begin October 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 bachelor's degree in environmental policy, environmental science, information technology, business administration 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 )
  - **Computer, Information, and Data Sciences** (17 )
  - **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 bachelor's degree in environmental policy, environmental science, information technology, business administration 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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