

Opportunity Title: Scientific Integrity Program Support

Opportunity Reference Code: EPA-NSSC-0002-17

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-NSSC-0002-17

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

Description The EPA National Student Services Contract has an immediate opening for a full time Scientific Integrity Program Support position with the Office of Research and Development at the EPA facility in Washington, DC.

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

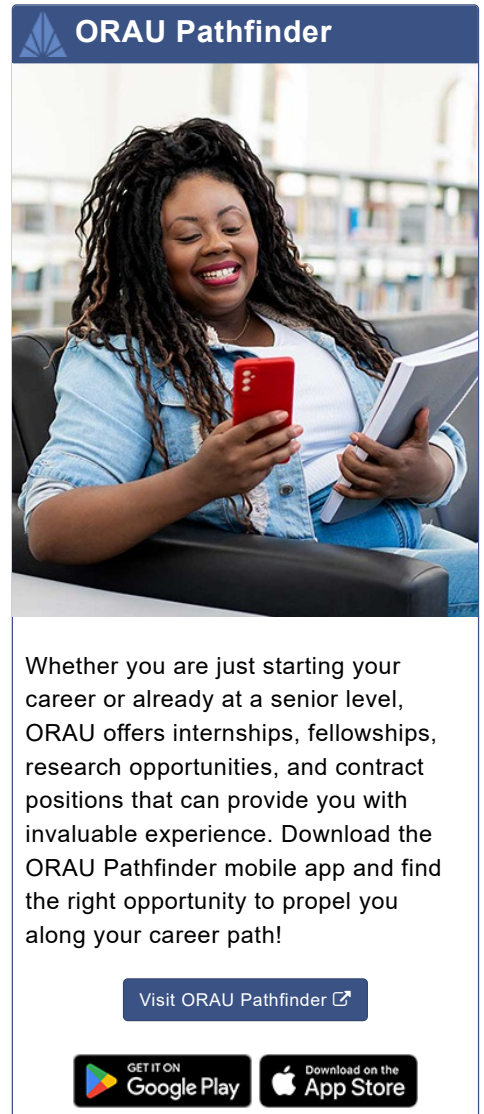
The Office of Science Advisor, Policy and Engagement (OSAPE) supports the Agency's Science Advisor and integrates and coordinates science across ORD and the Agency, with key external partners, and into the regulatory process. This work includes leading EPA's scientific integrity and innovation programs; managing ORD's extramural research programs and regional science programs; coordinating ORD's partnerships with tribes, other federal agencies and international organizations, and state and local partners; and serving as ORD's lead on science policy issues. Within OSAPE, the Scientific Integrity Program leads the agency's implementation of the scientific integrity policy, promotes a culture of scientific integrity, conducts training and outreach and provides both a vision and a roadmap for scientific integrity at the Agency.

What experience and skills will you gain?

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

How you will apply your skills


- Assisting the Scientific Integrity Program in developing training and outreach materials and other related communication materials for broad audience using clear and articulate language, visual design, graphics, desktop publishing and other interactiveformats.
- Assisting the Scientific Integrity Program with the development of products, the conduct of meetings, storing




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and properly manage the records, and timely search and retrieval of information.

- Tracking products, trainings, and activities in a shared database for annual reporting.
- Technical review of writing material to correct or improve grammar, syntax, quality and understanding of content. Review includes proofreading and offering suggestions to improve communication of subject matter for broad audience.
- Conducting analysis of data and information collected for various functions, preparing survey instruments, training tools, resource documents, outreach materials under the direction of the Team leader, and preparing web related and other communication materials.
- Performing research and summarizing information on topics that support the Scientific Integrity Program and responsibilities.
- Working in a team environment that supports cross learning and maximizes the student opportunity to learn about the functions of the Scientific Integrity Program, OSAPE, as well as other components of .
- Assist with event planning for webinars, conferences, workshops, meetings, and other events. This includes development of meeting materials, development of PowerPoints, and development of other communications materials that explain the Scientific Integrity Program.
- Assist with development of internal and external web content for the Scientific Integrity Program. Write and edit communications materials for posting on EPA Internet and Intranet sites. Web products may include newsletter stories, resource summaries, and program overviews.

Required Knowledge, Skills, Work Experience, and Education

- Experience writing about science, environmental issues, public health concerns or other technical or public policy subjects as evidenced by a writing sample.
- Demonstrated skill in developing materials using visual design, graphic design or desktop publishing.
- Demonstrated leadership, clear communication and critical thinking skills and experience working in teams.
- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with

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competing deadlines.

- Strong proof reading and editing skills.
- Experience conducting analysis of data and information to address specific applications
- Advanced skills with Microsoft Office applications including Teams, Excel, PowerPoint, Word, Outlook.

Desired Knowledge, Skills, Work Experience, and Education

- Demonstrated skill in developing and communicating outreach and/or training materials.

Location: This job will be located EPA's facility in Washington, DC.

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$31.85 for hours worked.

Hours: Full-time.

Travel: No travel is expected

Expected start date: The position is full time and expected to begin January 2022. 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 master's degree in Biology, Chemistry, Environmental Science, Environmental Policy, Environmental Studies, Public Health, or other closely related fields 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 **and**

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).
- **Overall GPA:** 2.00

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- **Discipline(s):**

- **Chemistry and Materials Sciences** (12 )
- **Earth and Geosciences** (1 )
- **Environmental and Marine Sciences** (14 )
- **Life Health and Medical Sciences** (46 )

Affirmation Click [HERE](#) to Apply

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