

Opportunity Title: EPA Program Planning Assistant

Opportunity Reference Code: EPA-SSP-0011-03

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0011-03

Description Background:

The EPA Environmental Research and Business Support Program has an immediate opening for an EPA Program Planning Assistant with the Office of Research and Development at the EPA facility in Research Triangle Park, NC.

The Office of Research and Development (ORD) 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.


The National Risk Management Research Laboratory (NRMRL) within ORD at EPA, researches, identifies, develops and tests innovative tools, methods and technologies used to solve and prevent complex environmental problems to safeguard human health and the environment. EPA scientists and engineers seek to determine what environmental risks exist and determine how to manage, reduce or eliminate those risks in a sustainable manner. NRMRL's Immediate Office (IO) supports a wide range of activities that serve the entire laboratory. A critical service provided by the IO is to support NRMRL's interaction with the ORD planning process and the National Program Directors (NPDs) as well as more efficient and effective internal coordination efforts. In addition, through this planning function, the IO also supports interaction with other labs and centers.


The IO is seeking an individual, at least 18 years of age who has completed a bachelor's degree in one of the following: environmental policy, environmental science, or a closely related field, with the analytical and administrative duties required to support the Assistant Laboratory Director (ALD) with cross program responsibilities. This could also include the administration, management, and communication of results and impacts resulting from planning and reporting of research. In this capacity, the selected candidate shall perform a wide variety of support activities.

The selected candidate shall assist the IO with the analytical and administrative duties required to support the ALD with cross program responsibilities.

Responsibilities:



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


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by the EPA mentor.

- Assist with coordination (e.g., obtaining input for agenda/discussion topics, note taking) of cross program technical meetings such as the monthly meeting to discuss progress and direction for Cookstove Research. Other meetings may include: Ports Research, Emissions Measurements Topic, Sustainable Energy and Mitigation Topic.
- Assist with coordination of annual/periodic reviews of proposals (RARE, SBIR, and STAR grants);
- Review existing bibliographic information for NRMRL researchers and update as needed;
- Provide support for organizing online webinar discussions/presentations of research activities;
- Conduct literature searches of relevant research areas to help inform planning efforts;
- Maintain records of meetings, correspondence, and action documents, and maintain a system to track projects in progress; and
- Assist in the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts.

Location: This job will be located at EPA's facility in Research Triangle Park, NC.

Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage of \$20.65 for hours worked.

Travel: Occasional overnight travel may be expected.

Expected Start Date: The position is full-time and expected to begin in August 2016. The initial project is through May 14, 2017, and may be renewable up to 3 one-year optional periods.

For more information, contact EPAjobs@orau.org.

Qualifications Eligible applicants must:

- Be at least 18 years of age **and**
- Have earned a Bachelor's degree preferably environmental policy, environmental science, or a closely related field 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.

Required Knowledge, Skills, Work Experience, and Education

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Successful candidates shall:






- Demonstrate education and/or experience in both environmental science and policy;
- Demonstrate leadership skills and have experience working in teams; and
- Possess strong written, oral and electronic communication skills.

Desired Knowledge, Skills, Work Experience, and Education

It is desirable for candidates to have:

- Advanced proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook, and Access), desktop publishing, and the Internet (including maintaining SharePoint sites);
- Excellent proofreading and editing skills;
- Experience in database and spreadsheet design, implementation, maintenance, and analysis; and
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications.

Eligibility Requirements

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** Bachelor's Degree or Master's Degree received within the last 24 month(s).
- **Discipline(s):**
 - **Earth and Geosciences** (21 )
 - **Engineering** (2 )
 - **Environmental and Marine Sciences** (14 )
 - **Life Health and Medical Sciences** (2 )
 - **Social and Behavioral Sciences** (4 )

Affirmation

I certify that I am at least 18 years of age; a recent graduate with a Bachelor's degree in environmental policy, environmental science, or a closely related field 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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