

Opportunity Title: Research Program Specialist

Opportunity Reference Code: EPA-NSSC-0008-19

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-NSSC-0008-19

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

Description The EPA National Student Services Contract has an immediate opening for a full time Research Programming Specialist position with the Office of Research and Development at the EPA facility in Research Triangle Park, NC.

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. Within CESER, the Homeland Security and Materials Management Division (HSMMD) conducts an applied, customer-driven, national-scale research program to improve the nation's preparedness for and response to environmental emergencies and materials management challenges.

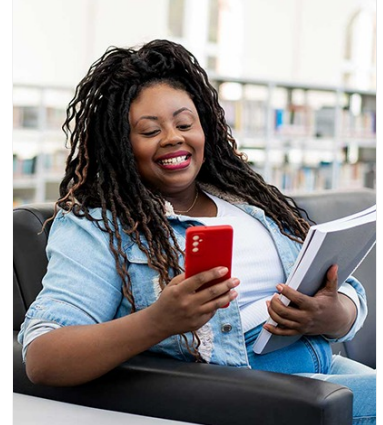
HSMMD has developed a database- based tool for research planning and implementation. The tool is intended for researchers and program and center leadership and supports developing research plans to meet partner needs.

What experience and skills will you gain?

As a team member, you will provide development support to the continued enhancement and further development of the HSMMD's research planning tool. The team member will also support the development and expansion of this tool to support the needs of other Labs/Centers and Program within ORD. The current database tool utilizes MS Access as its front-end portal for data access and entry, including functionality programmed in Visual Basic for Applications (VBA), and data stored in SQL server. The team member will develop an understanding of research planning, product development, product clearance, data management, and data collection needs to assist in development of this comprehensive tool. The team member will work closely with program and center leadership to understand needs and develop solutions in the tool. The team member will also support other database related tool development such as a laboratory management system to track environmental samples and tracking quality assurance activities. The team member will support Homeland Security Research Program's (HSRP) quality assurance program, directly assisting the



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HSRP's Quality Assurance Manager.

Program Planning Tool Enhancement and Development responsibilities will include:

- Understanding current processes for research planning and implementation, as well as, data collection needs supporting program assessments and reporting requirements;
- Understanding the current tool as developed with respect to its structure and functionality;
- Identify and develop enhancements and additional functionality/capabilities to meet planning, implementation and data collection needs; and
- Develop and enhance tool functionality using existing framework (MS Access, VBA, and SQL server) as well as opportunities to enhance utility through development using other frameworks.

Communications-related responsibilities will include:

- Participate as a member of the research planning tool development team;
- Lead research planning tool development team, including maintaining coordination of enhancement and develop activities;
- Interact with program leadership and researcher to understand research planning tool needs and interfacing with existing processes and Agency software and requirements;
- Develop research planning tool outputs that transmit requested/required information; and
- Document code and database development efforts.

Required Knowledge, Skills, Work Experience, and Education

- Experience with design and use of relational databases, including systems security, and principles and practices of database administration (DBA);
- Proven skills in diagnosing and resolving database access and performance issues;
- Advanced skills with Microsoft Office applications including Access, Excel, PowerPoint, Word, & Outlook;
- Experience with Visual Basic for Applications for Access and Excel;
- Experience with programming in Python and SQL server, specifically user interface development and database integration;
- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines;
- Strong proof reading and editing skills; and
- Strong written, oral and electronic communication skills.

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

Salary: Selected applicant will become a temporary employee of ORAU

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and will receive an hourly wage of \$30.76 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 June 2022. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The contract renews each May through 2025.

For more information, contact EPANSSC@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 computer science, data science and information technology, environmental science, environmental policy or other 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:** Any degree .
 - **Discipline(s):**
 - **Computer, Information, and Data Sciences** ([17](#) )
 - **Environmental and Marine Sciences** ([2](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Master's degree in computer science, data science and information technology, environmental science, environmental policy or other 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.

Click [HERE](#) to apply.

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