

Opportunity Title: Project Management and Administrative Support

Opportunity Reference Code: EPA-NSSC-0006-18-6-6-22

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-NSSC-0006-18-6-6-22

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

Description The EPA National Student Services Contract has an immediate opening for a full time Project Management and Administrative Support 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 Health and Environmental Effects Assessment Division (HEEAD), housed within CPHEA, addresses the needs of stakeholders by preparing high-profile scientific assessments that integrate and evaluate the most up-to-date research on pollutants. Scientific products created in HEEAD, such as the Integrated Science Assessments that evaluate the health and environmental effects of the six air pollutants that EPA is mandated to regulate under the Clean Air Act, serve as a major component of the scientific foundation supporting EPA's regulations and policies. HEEAD also conducts cutting-edge research to develop innovative risk assessment methods and tools that support the development of scientific assessments.

What experience and skills will you gain?

As a team member, you will support the HEEAD Director, Associate Director, and staff in the immediate office of the HEEAD Director on a wide range of program and project management assignments and administrative tasks to ensure efficient and effective operations of the scientific activities in the division. You will support HEEAD on a wide range of continuous process improvement activities including the use of EPA Lean Management System (ELMS) tools and principles. You will report to a mentor in the HEEAD immediate office (IO), but will also work closely with the supervisors and staff in the branches of the division. You will have access to government equipment, including computers and printers as needed to complete assignments.

Program Management and Process Improvement:

- Working with project managers to track HEEAD scientific assessment, scientific support, and research activities;
- Working with management to maintain HEEAD's performance and flow boards used to ensure efficient and effective operations of scientific activities in the division;
- Managing and maintaining HEEAD's SharePoint site used to communicate information, resources, and standard operating procedures to HEEAD staff; may include managing, adding, organizing, or updating content; and
- Assisting with the implementation of digital assessments, improved product tracking procedures, and other process improvements identified by HEEAD management and project managers.

Project Management:

- Working with project managers, supervisors, and project technical leads to implement project management across HEEAD;
- Gathering updates on project status from project managers and technical leads;
- Tracking product status and delivery and generate status reports; and

Opportunity Title: Project Management and Administrative Support

Opportunity Reference Code: EPA-NSSC-0006-18-6-6-22

- Assisting staff with use of project management tools.

HEEAD/IO administrative:

- Supporting data calls by soliciting and coordinating input from the branches;
- Providing logistic and administrative support to HEEAD meetings, including scheduling, notetaking, maintaining meeting records, and tracking action items;
- Supporting HEEAD correspondence, including tracking controlled correspondence and federal register notices, and coordinating HEEAD's weekly report of activities; and
- Developing and conducting special analyses or projects, as directed.

Required Knowledge, Skills, Work Experience, and Education

- Strong written and oral communication skills;
- Strong organizational skills;
- Excellent interpersonal skills;
- Experience working well as a part of a team;
- Experience with Microsoft Excel, PowerPoint, and Word; and
- Knowledge of Microsoft Teams, Planner, Forms, Project, or similar applications.

Desired Knowledge, Skills, Work Experience, and Education

- Experience with project management, process improvement, and/or managing a scientific/research activity.

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

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$22.91 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 July 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 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 public health and/or environmental science, or a degree relevant to program and project management 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, Master's Degree, or Doctoral Degree received within the last 24 months or anticipated to be received by 11/18/2020 11:59:00 PM.
- **Overall GPA:** 2.00
- **Discipline(s):**
 - **Life Health and Medical Sciences** (46 )

Opportunity Title: Project Management and Administrative Support

Opportunity Reference Code: EPA-NSSC-0006-18-6-6-22

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in public health and/or environmental science, or a degree relevant to program and project management 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.

ORAU is an Equal Opportunity Employer (**EOE AA M/F/Vet/Disability**); visit the [ORAU website](#) for required employment notices.