

Opportunity Title: Toxicology Program Support

Opportunity Reference Code: EPA-NSSC-0009-22-8-15-22

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-NSSC-0009-22-8-15-22

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

Description The EPA National Student Services Contract has an immediate opening for a full time Toxicology Program 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 Center for Computational Toxicology and Exposure (CCTE) supports ORD by providing solutions-driven research to rapidly evaluate the potential human health and environmental risks due to exposures to environmental stressors and ensure the integrity of the freshwater environment and its capacity to support human well-being. CCTE researchers are developing and applying cutting edge innovations in methods to rapidly evaluate chemical toxicity, transport, and exposure to people and environments.

What experience and skills will you gain?

As a team member, you will assist the CCTE QA Staff with the analytical and administrative duties required to fulfill its obligations to ORD, including administration, management, and communication of CCTE's administrative and research programs.

Scientific and Technical Support responsibilities may include:

- Assisting researchers with equipment and sample management. This may include:
 - Sample labeling and inventory
 - Facilitating sample disposal by SHEM
 - Development of an SOP for the use of LogTag Temperature Loggers
 - Incubator monitoring
 - Monitoring and documentation of Water reagent systems
- Assisting with implementation of a Laboratory Information Management System (LIMS) system;
- Assisting in identifying opportunities for improvement in quality assurance activities and recommending solutions;
- Assisting Division QAMs with review of QA documentation;
- Assisting in the development of quality assurance standard operating procedures, training materials, quarterly summary reports, or other material necessary to support the quality program;
- Assisting Division QAMs in the coordination of equipment calibrations, technical systems and data quality audits, QA training, and distribution of QA documentation;



ORAU Pathfinder



Whether you are just starting your career or already at a senior level, ORAU offers internships, fellowships, research opportunities, and contract positions that can provide you with invaluable experience. Download the ORAU Pathfinder mobile app and find the right opportunity to propel you along your career path!

Visit ORAU Pathfinder [↗](#)



Opportunity Title: Toxicology Program Support

Opportunity Reference Code: EPA-NSSC-0009-22-8-15-22

- Assisting on-site QAM in conducting in-house lab equipment verifications (e.g., yearly weight and thermometer verifications for all the working weights and thermometers in the lab);
- Assisting in the coordination and completion of equipment preventive maintenance and repairs;
- Assisting on-site QAM with the issuance, tracking, and review of research notebooks; and
- Generating and organization of performance evaluation reports.

Database and Records Management responsibilities (for both administrative and scientific and technical support):

- Assisting the mentor in maintaining and updating laboratory supporting research equipment inventories;
- Providing support to establish, maintain and update a number of information databases and systems. This may include shared drives, SharePoint sites, quality assurance databases, project management tools, and tracking spreadsheets, training, etc.; and
- Assisting with QA Track entry for QA Documentation.

Management and Administrative responsibilities:

- Assisting in planning, executing, and documenting meetings;
- Assisting in the development of research product tables, worksheets, and analyses; and
- Providing support to the Division Quality Assurance Managers (QAMs) and personnel.

Communications-related responsibilities:

- Assisting the mentor in responding to high priority requests of various types that require short turn-around times and attention to detail;
- Assisting the mentor in interfacing with CCTE QA Staff across the organization to gather information, perform a variety of analyses using computer programs, and communicate results clearly to managers and staff, and follow-up as necessary; and
- Becoming familiar with laboratory audio/visual systems used for meetings and communication and provide support as necessary to ensure seamless meeting operation.

Required Knowledge, Skills, Work Experience, and Education

- Advanced proficiency with Microsoft Office applications including Excel, PowerPoint, and Word;
- Experience in administration support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases; and
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications.

Desired Knowledge, Skills, Work Experience, and Education

Opportunity Title: Toxicology Program Support

Opportunity Reference Code: EPA-NSSC-0009-22-8-15-22

- Experience with Microsoft Outlook, SharePoint, OneNote and desktop publishing applications such as Visio, is desired but not required.

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 October 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 Bachelor's degree in biology, toxicology, chemistry, bioinformatics, statistics, computational biology, math, physics, information science, 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, Master's Degree, or Doctoral Degree received within the last 24 months or anticipated to be received by 7/13/2020 11:59:00 PM.
 - **Overall GPA:** 2.00
 - **Discipline(s):**
 - **Chemistry and Materials Sciences** ([12](#) )
 - **Computer, Information, and Data Sciences** ([16](#) )
 - **Engineering** ([27](#) )
 - **Environmental and Marine Sciences** ([13](#) )
 - **Life Health and Medical Sciences** ([45](#) )
 - **Mathematics and Statistics** ([10](#) )
 - **Physics** ([16](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in biology, toxicology, chemistry, bioinformatics, statistics, computational biology, math, physics, information science, 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

Opportunity Title: Toxicology Program Support

Opportunity Reference Code: EPA-NSSC-0009-22-8-15-22

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.