

Opportunity Title: Groundwater Characterization and Remediation Division Admin Support

Opportunity Reference Code: EPA-NSSC-0008-42

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-NSSC-0008-42

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

Description The EPA National Student Services Contract has an immediate opening for a full time Groundwater Characterization and Remediation Division (GCRD) Admin Support position with the Office of Research and Development at the EPA facility in Ada, OK.

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) within ORD at EPA, research, identify, develop, and test innovative tools, methods and technologies used to solve and prevent complex environmental problems to safeguard human health and the environment. The Groundwater Characterization and Remediation Division (GCRD) mission is to provide innovative and effective technologies, guidance, and tools that can be used to manage groundwater resources in a more sustainable and productive manner. The position will be assigned to the GCRD Immediate Office (GCRD/IO).

What experience and skills will you gain?

As a team member, you will assist the GCRD/IO with the administrative duties required to support and maintain day-to-day operations, including the administration, management, and logistics of government resources. This position will encompass both general administrative support and specific program support that assist in the operations of the GCRD/IO.

Management and Administrative responsibilities will include:

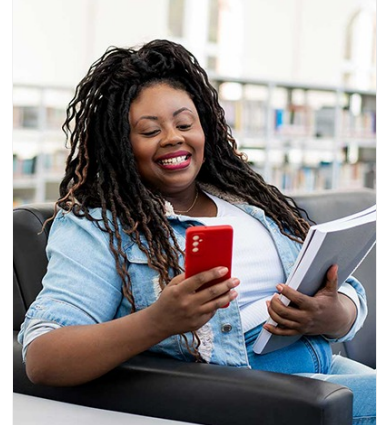
- Database and spreadsheet design, implementation, maintenance (including data entry and periodic improvements), analysis (including verifying accuracy of data, tables, figures, mathematical expressions, etc.) and presentation of data within database and
- Provide general assistance to the CESER/GCRD/IO and all members of the CESER/GCRD, as applicable, to assist in priorities (e.g., copying, deliveries, answering phones, mail-outs, etc.).

Programmatic Support responsibilities will include:

- Shipping & Receiving
 - Reconciling items in shipments with purchase orders provided by GCRD Purchase Card Holders and
 - Notifying GCRD Purchase Card Holders when purchase orders are



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: Groundwater Characterization and Remediation Division Admin

Support

Opportunity Reference Code: EPA-NSSC-0008-42

missing items.

- Property
 - Assist with identifying and decaling newly purchased government property and
 - Assist in the inventory of laboratory equipment by conducting equipment survey and/or completing data collection related to inventory. This will require physically visiting the CESER-GCRD's laboratory space.
- Supply Room / GCRD Supply Portal Maintenance
 - Maintaining / organizing the GCRD Supply Room;
 - Entering information from Supply Room Requisitions (Quantity of Items Requisitioned, Organization that Requisitioned the Items, and Date of Requisition) into GCRD Supply Portal; and
 - Entering information from Supply Orders (Quantity of Items Ordered, Date Received, etc.) into GCRD Supply Portal.
- Vehicle Monitor
 - Maintaining DVUR Forms and Gas Receipts returned by EPA personnel using GCRD Fleet Vehicles;
 - Preparing Vehicle Operations Reports for GCRD Fleet Vehicles (including the Date of Purchase, Gallons of Fuel Purchased, Cost/Gallon, Total Cost of Fuel Purchase, and the Vehicle Mileage at the time of the Purchase);
 - Checking the overall condition of GCRD Fleet Vehicles and reporting any problems to GCRD's Local Fleet Manager; and
 - Cleaning out / vacuuming the interior of fleet vehicles as needed.
- Mail
 - Picking up, sorting, and delivering incoming mail to organizational-based mail slots located at GCRD and
 - Processing and delivering outgoing mail to the GCRD Mailbox.
- Facility Assistance
 - Facilitating the on-site delivery and exchange of compressed gases and cryogenic dewars with Supplier.

Required Knowledge, Skills, Work Experience, and Education

- Advanced skills with Microsoft Office applications including Excel, PowerPoint, Word, and Outlook;
- Experience in administration support functions (recordkeeping, filing, etc.) and managing records (electronic and hardcopy) or databases;
- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines; and
- Strong written, oral, and electronic communication skills.

Location: This job will be located EPA's facility in Ada, OK.

Salary: Selected applicant will become a temporary employee of ORAU

Opportunity Title: Groundwater Characterization and Remediation Division Admin

Support

Opportunity Reference Code: EPA-NSSC-0008-42

and will receive an hourly wage of \$22.24 for hours worked.

Hours: Full-time.

Travel: Occasional 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 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):**
 - **Business** ([11](#) )
 - **Chemistry and Materials Sciences** ([12](#) )
 - **Communications and Graphics Design** ([6](#) )
 - **Computer, Information, and Data Sciences** ([17](#) )
 - **Earth and Geosciences** ([21](#) )
 - **Engineering** ([27](#) )
 - **Environmental and Marine Sciences** ([14](#) )
 - **Life Health and Medical Sciences** ([48](#) )
 - **Mathematics and Statistics** ([11](#) )
 - **Other Non-Science & Engineering** ([13](#) )
 - **Physics** ([16](#) )
 - **Science & Engineering-related** ([2](#) )
 - **Social and Behavioral Sciences** ([29](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree 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.