

**Opportunity Title:** Analytical and Communications Support  
**Opportunity Reference Code:** EPA-NSSC-0008-25-8-23-22

**Organization** U.S. Environmental Protection Agency (EPA)

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**How to Apply** Click [HERE](#) to Apply

**Description** The EPA National Student Services Contract has an immediate opening for a full time Environmental Communications 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, 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. 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?**

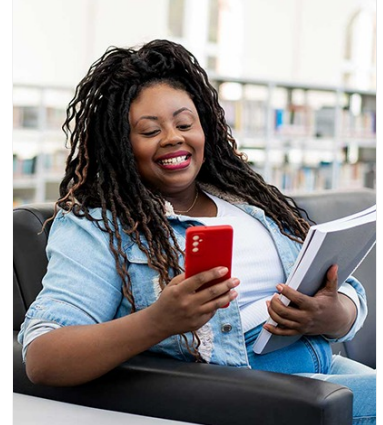
As a team member, you will assist the GCRD/IO with the analytical and administrative duties required to support and maintain a robust research program, including the administration, management, and communication of results and impacts resulting from GCRD team activities.

#### **Management and Administrative responsibilities**

- Database and spreadsheet designing, 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;
- Developing and formatting reports and presentations, independently locating, organizing and analyzing material in a logical and effective sequence to facilitate decision making;
- Reviewing and editing reports and presentations of the CESER/GCRD staff to ensure that final reports reflect clear, concise information that is accurate, consistent and suitable for the intended audience; assist staff in report generation, and/or polishing successive drafts until material assumes final form;
- Assisting in the development and maintenance of a survey/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; and



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- Providing 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.).

**Communications-related responsibilities**

- Microsoft SharePoint design, implementation, maintenance and analysis;
- Assisting in assembling weekly reports for the GCRD/IO;
- Assisting in organizing and hosting administrative/technical/scientific workshops/meetings; and
- Maintaining administrative records, correspondence records, and action documents and maintain a system to track work in progress.

**Required Knowledge, Skills, Work Experience, and Education**

- Experience writing for a lay audience about science, environmental issues or public health concerns as evidenced by a writing sample;
- Experience with Adobe and Microsoft graphic design software including at least one of the following: Illustrator, InDesign, and/or Visio;
- Advanced skills with Microsoft Office applications including Excel, PowerPoint, Word, & 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;
- Strong proof reading and editing skills; 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 and will receive an hourly wage of \$22.24 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 [EPAjobs@orau.org](mailto: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 environmental policy, environmental science, information technology, or a closely related field




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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 received within the last 24 month(s).
  - **Overall GPA:** 2.00
  - **Discipline(s):**
    - **Computer, Information, and Data Sciences** ([17](#) )
    - **Earth and Geosciences** ([1](#) )
    - **Environmental and Marine Sciences** ([14](#) )

**Affirmation** I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in environmental policy, environmental science, information technology, 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 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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