

**Opportunity Title:** EPA Program Operations Support Associate (revised)

**Opportunity Reference Code:** EPA-SSP-0026-2R

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

**Reference Code** EPA-SSP-0026-2R

**How to Apply** Submit application and supporting documents by clicking on Apply Now button.

*For more information, contact [EPAjobs@orau.org](mailto:EPAjobs@orau.org). Do not contact EPA directly.*

**Description Background:**

The EPA Environmental Research and Business Support Program has an immediate opening for a Program Operations Support Associate with the Office of Research and Development at the EPA's 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.

NHEERL is the Agency's focal point for scientific research on the effects of contaminants and environmental stressors on human health and ecosystem integrity. NHEERL contributes significantly to five National research programs:

- Air, Climate and Energy
- Chemical Safety for Sustainability
- Safe and Sustainable Water Resources
- Sustainable and Healthy Communities
- Human Health Risk Assessment

The candidate will be mentored by the Program Operations Staff (POS) Director. The POS supports the business operations of the laboratory by providing management, oversight, and guidance in the areas of budget; extramural management; facilities; safety, health and environmental compliance; quality assurance; ethics and management integrity; and human resources as well as others. POS also operates NHEERL's animal resources program and scientific model shop. The candidate will provide POS with the following types of general support:

- Coordinating data collection efforts, analyzing input, and preparing consolidated responses.
- Producing status updates and analytic reports.
- Drafting presentations, emails, memoranda, and other materials for broad distribution.
- Preparing background information on multiple topics from literature reviews or web searches.
- Setting up meetings and meeting resources (phone, rooms, webinar, etc)
- Copying, faxing, and mailing.



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- Maintaining office calendar.
- Taking notes at meetings and distributing minutes.
- Creating and maintaining email groups and distribution lists.
- Conducting follow up emails and phone calls.

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

**Salary:** Selected applicants will become temporary employees of ORAU and will receive an hourly wage of \$20.34 for hours worked.

**Travel:** Occasional overnight travel may be required.

**Expected Start Date:** The position is full-time and expected to begin March 2016. The selected applicant will be a temporary employee of ORAU working as a candidate to EPA. The initial contract period is through May 14, 2016. EPA may elect to renew the contract for an additional four 12-month optional periods.

**Working Conditions:** This position will involve work in an administrative setting and is not expected to involve exposure to hazardous elements.

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**Qualifications Eligible applicants must:**

- Be at least 18 years of age and
- Have earned a Bachelor's Degree in business 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.*

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

The applicant shall have:

- A general understanding of basic business and operations concepts.
- Experience managing multiple tasks for more than one end-user in a fast-paced, deadline-driven environment.
- Significant experience in analyzing and synthesizing large complex datasets using Microsoft Excel to include the use of pivot tables.
- Advanced skills in Microsoft Word, Excel and PowerPoint.
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications.
- Experience in administration support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases.
- The ability to lift and transport light and medium weight boxes up to 20 pounds using a cart and to transport other light material between office

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and labs unassisted.

### **Desired Knowledge, Skills, Work Experience, and Education**


It is desired that the applicant has:

- Basic skills in SharePoint.

#### **Eligibility**

- **Citizenship:** LPR or U.S. Citizen

#### **Requirements**

- **Degree:** Bachelor's Degree or Master's Degree received within the last 24 month(s).
- **Discipline(s):**
  - **Business** ([11](#) )

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

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