

Opportunity Title: Human Research Specialist

Opportunity Reference Code: EPA-NSSC-0002-24

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 Human Research Specialist position with the Office of Research and Development at the EPA facility in Washington, DC.

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 Office of the Science Advisory Policy and Engagement (OSAPE) provides Agency support via Science Advisory activities. OSAPE translates research findings, leads ORD involvement in policy actions, and addresses priorities through grants.

The Program in Human Research Ethics and Oversight (PHREO) supports the ethical conduct and regulatory compliance of human subject research (HSR) conducted, supported, or regulated by EPA. As part of their mission, the PHREO supports EPA's mission to protect human health and the environment by overseeing the conduct of HSR to ensure human subjects are protected and HSR is in compliance with the federal regulations.

What experience and skills will you gain?

As a team member, you will assist EPA staff with the administrative duties required to support and maintain day-to-day program 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 PHREO. The candidate's responsibilities will include:

General Administrative Support

- Managing and maintaining systems and databases to track human subjects research via the Human Subjects Research Application Portal (HSRAP);
- Maintaining records of meetings, correspondence, and documents;
- Maintaining meeting minutes;
- Developing and maintaining document control systems for control of the location, arrangement, access, and use of electronic and paper files;
- Assisting in the maintenance, transfer, and disposition of records in accordance with established protocols;
- Assisting with data entry, word-processing and development of presentations;
- Assisting with the logistics and coordination activities for briefings, meetings, workshops, video teleconferences and other collaborative efforts;
- Assisting in the creation and update of standard operating procedures for daily operations of the program; and
- Utilizing automated systems to enter, search, edit, and extract data and information.

Programmatic Support

- Logistics support required to support Human Research Ethics Council (HREC) meetings, weekly PHREO team meetings, and investigator consultation meetings;

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- Administrative support to facilitate the review of HSR submissions;
- Collecting, developing, and updating materials for the PHREO internet page;
- Updating and creating content for PHREO's intranet page;
- Developing and managing training requests. Tracking training requests via a spreadsheet on a share drive;
- Assisting with the processing of PHREO's training forms to ensure PHREO team and Human Subject Officers (HSOs) are registered for HSR training; and
- Other duties as assigned.

Required Knowledge, Skills, Work Experience, and Education

- Advanced proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook);
- Experience in administrative support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases;
- Experience conducting internet research;
- Strong communication skills (i.e., written, oral, telephone etiquette) as evidenced by a writing sample;
- Strong time management and organizational skills, including experience handling multiple assignments with competing deadlines; and
- Strong proofreading and editing skills.

Desired Knowledge, Skills, Work Experience, and Education

- Experience involving Human Subject Research (HSR);
- Experience involving the management of databases;
- Experience involving the operation of video teleconferencing equipment;
- Experience with desktop publishing software; and
- Experience organizing, tracking and coordinating electronic information.

Location: This job will be located EPA's facility in Washington, DC.

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$24.20 for hours worked.

Hours: Full-time.

Travel: Occasional travel may be required.

Expected start date: The position is full time and expected to begin April 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 health sciences 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 received within the last 24 months or currently pursuing.
- **Overall GPA:** 2.00
- **Discipline(s):**

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- **Business** (11 👁)
- **Communications and Graphics Design** (6 👁)
- **Computer, Information, and Data Sciences** (17 👁)

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

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