

Opportunity Title: Admin Support at EPA

Opportunity Reference Code: EPA-NSSC-0007-89

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 Admin 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 Watershed & Ecosystem Characterization Division (WECD) conducts research to advance EPA's ability to characterize the presence, transport, transformation, sources, and impacts of contaminants in watersheds and ecological systems. CEMM/WECD scientists:

- Develop methods to measure chemical and microbial pollutants in a variety of environmental media (soil, dust, water, and other biota) to support implementation of the Toxic Substances Control Act (TSCA), the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, also known as Superfund), the Resource Conservation and Recovery Act (RCRA), Clean Water Act (CWA), Safe Drinking Water Act (SDWA), the Harmful Algal Bloom and Hypoxia Research and Control Act, the Beach Act and other environmental statutes.
- Conduct ecological monitoring of chemical and biological stressors at multiple scales to characterize the condition of environmental systems through the development and application of novel field indicators, environmental genomics, and geospatial tools.
- Develops, evaluates, and applies watershed management tools to characterize both ecological response and economic benefits. The methods, tools, and technologies inform effective watershed management practices as well as minimize health risks to various chemical and microbial contaminants.

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 immediate office. The team member's responsibilities will include:

General Administrative Support



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- Developing, managing, and maintaining systems and databases to track administrative processes such as supplies, training, awards;
- Maintaining records of meetings, correspondence and documents;
- 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 directorate; and
- Utilizing automated systems to enter, search, edit, and extract data and information.

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 the management of databases;
- Experience involving the operation of video teleconferencing equipment;
- Experience with desktop publishing software; and
- Experience organizing, tracking, and coordinating large amounts of electronic information.

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 \$23.37 for hours worked.

Hours: Full-time.

Travel: Travel is not required.

Expected start date: The position is full time and expected to begin June 2023. 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.

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- 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:** Bachelor's Degree received within the last 24 month(s).
 - **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.

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