

Opportunity Title: EPA Animal Resources and Research Support

Opportunity Reference Code: EPA-SSP-0026-3

Organization U.S. Environmental Protection Agency (EPA)

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Description The EPA Environmental Research and Business Support Program has an immediate opening for an Animal Resources and Research Support with the Office of Research and Development at the EPA Research Triangle Park facility in Raleigh Durham, 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 Director of the Animal Resources and Research Support Staff (ARRSS) and will provide support for all of the ARRSS. The ARRSS is responsible for all matters relating to the use of animal models in the conduct of research, teaching and training, including managing, providing guidance for, and providing oversight of the NHEERL animal care and use program, including oversight of the research vivarium.

Management and Administrative responsibilities will include:

- Providing support to staff as needed in computer and information management to improve workflow, access of information and communications.
- Providing support to maintain and keep current a number of information databases and systems:
 - Will be responsible for data review and update as needed
 - Will extrapolate information from the databases to prepare quote requests and draft orders
- Assisting in communicating, scheduling, and following-up on training classes and requirements with the research staff.



General Administrative Support responsibilities will include:


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- Producing status updates and analysis reports,
- Setting up meetings and meeting resources (phone, rooms, webinar, etc,
- Copying, faxing, and mailing,
- Maintaining office calendar,
- Taking notes at meetings and distributing minutes,
- Providing background information on multiple topics from literature reviews or web searches,
- Creating and maintaining distribution lists,
- Drafting/sending emails for broad distribution,
- Conducting follow up emails and phone calls,
- Coordinating data collection efforts, analyzing input, and preparing consolidated responses, and
- Organizing and archiving documents.

Other Duties will include:

- Assisting in responding to high priority requests that require short turn-around times and attention to detail,
- Working with NHEERL scientists and commercial vendors to clarify information when required and communicating results clearly, and
- Becoming familiar with program policies and operating procedures and apply to ongoing activities.

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

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

Travel: Overnight travel will not be required.

Expected Start Date: The position is full-time and expected to begin May 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, 2017. EPA may elect to renew the contract for an additional three (3) 12-month optional periods.

Working Conditions: The candidate shall be supervised by a mentor who will provide day-to-day direction, as well as coach, advise and counsel the student, and review his/her work.

For more information, contact EPAjobs@orau.org. Do not contact EPA directly.

Qualifications Eligible applicants must:

- Be at least 18 years of age and
- Have earned a bachelor's degree in biology or health science field from an accredited university or college within the last 24 months and

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- 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 proficiency with Microsoft Office applications including Excel, PowerPoint, Word, Access, and Outlook,
- Have experience with Lotus Notes or other database program,
- Have experience in administration support functions (recordkeeping, filing, etc) and managing records (electronic and hardcopy) or databases,
- Have strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines, for more than one staff member in a fast-paced environment, and
- Have strong communication skills (i.e., written, oral, electronic, telephone etiquette, presentation abilities).

How to apply:

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

For more information, contact EPAjobs@orau.org. Do not contact EPA directly.

Eligibility Requirements

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** Bachelor's Degree, Master's Degree, or Doctoral Degree received within the last 24 month(s).
- **Discipline(s):**
 - **Environmental and Marine Sciences** (13 )
 - **Life Health and Medical Sciences** (45 )

Affirmation

I certify that I am at least 18 years of age; a recent graduate with a bachelor's degree in biology or health science field 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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