

Opportunity Title: EPA Scientific Integrity Outreach Support Associate

Opportunity Reference Code: EPA-SSP-0021-6

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0021-6

Description The EPA Environmental Research and Business Support Program has an immediate opening for an EPA Scientific Integrity Outreach Support Associate with the Office of Research and Development at the EPA Ronald Reagan Building facility in Washington, DC.

The Office of the Science Advisor (OSA) is within the Office of Research and Development at the U.S. Environmental Protection Agency (EPA) headquarters, in Washington, D.C. OSA provides leadership in cross-Agency science, technology, and science policy development and implementation to ensure the best possible use of science at the Agency. These efforts help to ensure that regulations are interpreted and enforced in a manner consistent with the science supporting them and will strengthen EPA's overall scientific performance.

EPA's ability to protect human health and the environment depends upon the integrity of the science on which it relies. Scientific integrity is the adherence to professional values and practices when conducting, communicating and applying the results of science and scholarship. Scientific integrity ensures objectivity, clarity, reproducibility and utility.


In 2012, EPA published its Scientific Integrity Policy, which provides both a vision and a roadmap for achieving scientific integrity at the Agency. The Policy builds upon EPA's significant earlier scientific integrity efforts and focuses on promoting a culture of scientific integrity at EPA, ensuring the release of scientific information to the public, the consistent use of peer review, and the professional development of Agency scientists.


Within OSA, the scientific integrity program implements the Scientific Integrity Policy.

The candidate shall assist with the analytical and administrative duties required to support and maintain a robust scientific integrity program. Specific duties and/or responsibilities include, but are not limited to:

Management and Administrative responsibilities will include:



- Helping to implement the Scientific Integrity Policy,
- Preparing relevant documents, materials, meeting summaries and minutes to ensure smooth meetings, and tracking meeting actions and tasks,
- Assisting OSA staff in researching, gathering, organizing, and compiling information on technical and non-technical issues,


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- Preparing draft briefings, presentations, and posters, related to work for the Scientific Integrity Official,
- Preparing and properly formatting letters and memoranda for the staff, various levels of management, and outside stakeholders,
- Assisting with meeting planning and logistics, including providing assistance in preparing talking points for speakers, creating PowerPoint presentations and assisting room reservations and setup,
- Developing agendas, preparing, assembling, and distributing meeting materials, and interacting with participants and speakers,
- Attending meetings/conferences, as appropriate, taking minutes of action items,
- Interacting professionally with all levels of Agency personnel, contractors, and outside stakeholders as needed,
- Providing support on special projects on scientific integrity, and
- Performing other tasks as required to accomplish project objectives.

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

Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage of \$28.85 for hours worked.

Travel: Local travel may be required.

Expected Start Date: The position is full time and expected to begin May/June 2016. The initial project is through May 14, 2017, followed by up to three (3) 12-month optional periods.

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 Master's degree in science, engineering or a related field 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:

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- Experience in environmental protection and environmental health.
- Demonstrated leadership skills and experience working in teams.
- Proficiency in Microsoft Office applications and experience using any graphics software.
- Demonstrated experience working independently and the ability to multi-task in a fast-paced environment driven by multiple deadlines and changing schedules.
- Initiative to handle and complete tasks and carry assignments to completion.
- Exceptional interpersonal skills.
- Experience translating complex scientific information for a lay audience, as evidenced by a writing sample.

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:** Master's Degree or Doctoral Degree received within the last 24 month(s).
- **Discipline(s):**
 - **Chemistry and Materials Sciences** (12 )
 - **Computer, Information, and Data Sciences** (16 )
 - **Earth and Geosciences** (21 )
 - **Engineering** (27 )
 - **Environmental and Marine Sciences** (14 )
 - **Life Health and Medical Sciences** (45 )
 - **Mathematics and Statistics** (10 )
 - **Physics** (16 )

Affirmation

I certify that I am at least 18 years of age; a recent graduate with a Master's degree in science, engineering or a related field; 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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