

Opportunity Title: SHEM Program Support

Opportunity Reference Code: EPA-NSSC-0001-01-10-30-23

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-NSSC-0001-01-10-30-23

How to Apply **How to apply:**

Click [HERE](#)

Description The EPA National Student Services Contract has an immediate opening for a part time Technical Services Administrator position with the Office of Research and Development at the EPA facility in Cincinnati, OH.

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 Resource Management is the premier provider of administrative services that enable and support research within the EPA's Office of Research and Development (ORD). It is composed of five divisions with responsibility for extramural programs, budget execution, travel and human resources. This opportunity is located within the Research Support and Compliance Division (RSCD). RSCD supports the Office of Research & Development (ORD) by providing leadership, management, oversight, and support for the operations of the Safety, Health, and Environmental Management (SHEM), ORD's major physical assets programs in the areas of Space Management, Facilities Management and Support, Building & Facilities (B&F) resource/funds management, Capital Equipment implementation and installation support, specialized research equipment design and fabrication, accountable property inventory, Fleet Management, and research compliance programs across ORD in accordance with Federal and state regulations and EPA and ORD policies.

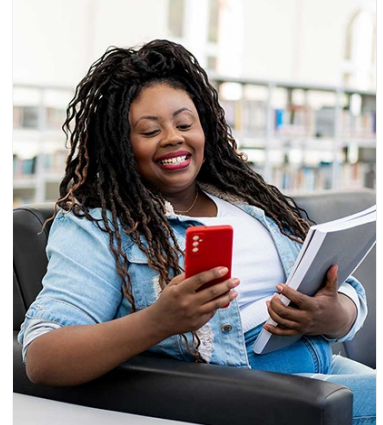
One of RSCD's responsibilities is to manage the Safety, Health, and Environmental Management Program (SHEM). This program assists EPA employees to perform their assigned tasks (including those activities not covered by existing rules or regulations) in ways that protect their own safety and health, the safety and health of their fellow employees, government property, and the environment. This includes the development and coordination of programs with EPA Cincinnati Laboratories to meet the broad spectrum of statutes, executive orders, rules and regulations pertaining to safety, health, and environmental protection. It also includes providing employees with timely training/learning and access to up-to-date technical information concerning health and safety issues.

What experience and skills will you gain?

As a team member, you will assist the SHEM team with the technical and administrative duties required to provide on-site support in the



ORA Pathfinder



Whether you are just starting your career or already at a senior level, ORAU offers internships, fellowships, research opportunities, and contract positions that can provide you with invaluable experience. Download the ORAU Pathfinder mobile app and find the right opportunity to propel you along your career path!

Visit ORAU Pathfinder [↗](#)



Opportunity Title: SHEM Program Support

Opportunity Reference Code: EPA-NSSC-0001-01-10-30-23

implementation of national, state, and local SHEM related regulations and guidelines including Occupational Safety and Health Administration, Environmental Protection Agency, Department of Transportation, and Department of Health and Human Services, National Fire Protection Association requirements in the workplace.

Technical and Administrative responsibilities will include:

- Research and prepare reports on pertinent safety, health, and environmental rules, regulations, and topics.
- Assist with SHEM program meetings and written reports in Microsoft word.
- Assist in maintaining office records and prepare project documents as necessary including data entry within Microsoft Access and Microsoft Excel.
- Assist in creating and presenting safety, health, and environmental compliance training materials to EPA-Cincinnati staff.
- Assist with maintaining SHEM training records.
- Assist in performance of SHEM programs to include chemical inventory, chemical waste management, eyewash testing, hazard communication information, industrial hygiene sampling, laboratory safety walkthroughs, and maintaining associated records and documentation.
- Assist with development of safety and health related communication materials such as bulletin boards, posters, and PowerPoint presentations.

Required Knowledge, Skills, Work Experience, and Education

- At least one year of college experience with coursework in the biological sciences, engineering, physical or environmental sciences from an accredited university or college;
- Demonstrated education and/or experience in a laboratory such as in a laboratory course(s);
- Demonstrated skills and have experience working in teams;
- Proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook), and the Internet;
- Experience in administration support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases; and
- Strong written, oral and electronic communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications.

Location: This job will be located EPA's facility in Cincinnati, OH.

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$18.06 for hours worked.

Hours: Part-time

Travel: Occasional overnight travel may be required.

Opportunity Title: SHEM Program Support

Opportunity Reference Code: EPA-NSSC-0001-01-10-30-23

Expected start date: The position is part-time and expected to begin in December 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.

- Qualifications**
- Be at least 18 years of age **and**
 - Have earned at least one year of college experience with coursework in the biological sciences, engineering, physical or environmental sciences from an accredited university or college **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 .
 - **Discipline(s):**
 - **Engineering** ([27](#) 👁)
 - **Environmental and Marine Sciences** ([14](#) 👁)
 - **Life Health and Medical Sciences** ([48](#) 👁)
 - **Physics** ([16](#) 👁)

Affirmation I certify that I am at least 18 years of age; a current student or recent graduate with at least one year of college experience with coursework in the biological sciences, engineering, physical or environmental sciences from an accredited university or college; 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.