

Opportunity Title: Social Science Data Analyst

Opportunity Reference Code: EPA-NSSC-0002-20-1-18-24

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-NSSC-0002-20-1-18-24

How to Apply Click [HERE](#) to apply.

Description The EPA National Student Services Contract has an immediate opening for a full time Social Science Data Analyst 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 Science Advisor, Policy and Engagement (OSAPE) supports the Agency's Science Advisor and integrates and coordinates science across ORD and the Agency, with key external partners, and into the regulatory process. This work includes leading EPA's scientific integrity and innovation programs; managing ORD's extramural research programs and regional science programs; coordinating ORD's partnerships with tribes, other federal agencies and international organizations, and state and local partners; and serving as ORD's lead on science policy issues. Within OSAPE, the Scientific Integrity Program leads the agency's implementation of the scientific integrity policy, promotes a culture of scientific integrity, conducts training and outreach and provides both a vision and a roadmap for scientific integrity at the Agency.

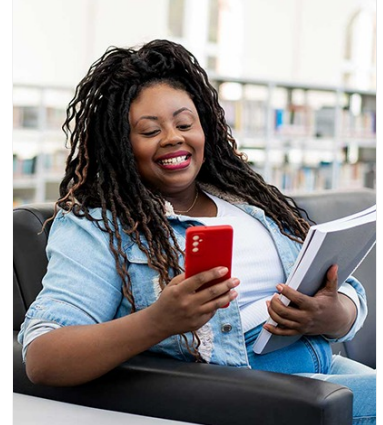
What experience and skills will you gain?

As a team member, you will help to develop and implement cross-agency strategies that support the Scientific Integrity Program and the functions listed above. The team member will 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:

- Assisting the Scientific Integrity Program in developing, testing, administering an agency wide survey instrument to evaluate effectiveness. Conducting analysis of survey data for trends and preparing summary reports for management and public. Request candidates provide an example of past survey work.
- Assisting the Scientific Integrity Program in developing metrics and tools for evaluating the effectiveness of the scientific integrity program.
- Assisting the Scientific Integrity Program in developing survey communication materials for broad audience using clear and articulate language, visual design, graphics, desktop publishing and other interactive formats.
- Assisting the Scientific Integrity Program in developing training tools,



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resource documents, and outreach materials under the direction of the team leader and preparing web related and other communication materials.

- Assisting the Scientific Integrity Program with the development of products, the conduct of meetings, storing and properly manage the records, and timely search and retrieval of information.
- Tracking products, trainings, and activities in a shared database for annual reporting.
- Technical review of writing material to correct or improve grammar, syntax, quality and understanding of content. Review includes proofreading and offering suggestions to improve communication of subject matter for broad audience.
- Performing research and summarizing information on topics that support the Scientific Integrity Program and responsibilities.
- Working in a team environment that supports cross learning and maximizes the student opportunity to learn about the functions of the Scientific Integrity Program, OSAPE, as well as other components of EPA.

Required Knowledge, Skills, Work Experience, and Education

- Experience administering a large-scale survey, including development of survey instrument, methodology, testing, field management, data collection, analysis, evaluation, and reporting;
- Experience writing for a lay audience about science, environmental issues or public health concerns as evidenced by a writing sample;
- Demonstrated skill with survey and analytical software tools in at least one of the following tools: Qualtrics, IBM SPSS Statistics or NVivo;
- Experience conducting analysis of data and information to address specific applications.
- Experience with program evaluation and the logic models;
- Demonstrated leadership, clear communication and critical thinking skills and experience working in teams;
- Demonstrated skill in developing communication and outreach materials;
- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines;
- Strong proof reading and editing skills; and
- Advanced skills with Microsoft Office applications including Teams, Excel, PowerPoint, Word, and Outlook.

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 \$33.14 for hours worked.

Hours: Full-time.

Travel: No travel is expected.

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

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February 2024. 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 Master's degree in Social Science, Program Evaluation, Program Assessment, Environmental Science, Environmental Policy, Environmental Studies, Public Health, or a closely related field of study 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:** Master's Degree received within the last 24 month(s).
 - **Overall GPA:** 2.00
 - **Discipline(s):**
 - **Environmental and Marine Sciences** ([2](#) )
 - **Life Health and Medical Sciences** ([1](#) )
 - **Social and Behavioral Sciences** ([29](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Master's degree in Social Science, Program Evaluation, Program Assessment, Environmental Science, Environmental Policy, Environmental Studies, Public Health, or a closely related field of study 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.