

**Opportunity Title:** Science Advisory Branch Support

**Opportunity Reference Code:** EPA-NSSC-0002-28

**Organization** U.S. Environmental Protection Agency (EPA)

**Reference Code** EPA-NSSC-0002-28

**How to Apply** Click [HERE](#) to apply!

**Description** The EPA National Student Services Contract has an immediate opening for a full time Science Advisory Branch Support 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) provides Agency support via Science Advisory activities. We translate research findings, lead ORD involvement in policy actions, and address priorities through grants. Within OSAPE, the Science Policy Division (SPD) 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.

OSAPE's Science Advisory Branch (SAB) provides direct support for key activities led by the Agency's Science Advisor. This includes providing leadership for the Agency's work through multiple cross-agency councils and forums, including the Science and Technology Policy Council and its subsidiary groups, the Risk Assessment Forum, the Peer Review Advisory Group, and the Public Access Forum. To support the Science Advisor, the cross-agency councils and forums develop and implement, for example, policies, procedures, and guidance that promotes improved performance and compliance related to scientific activities across the Agency.

The Branch also manages key external advisory groups, including ORD's Board of Scientific Counselors, and provides leadership within ORD on the Information Quality Guidelines, reproducibility of information, public access to data, peer review of grants and internal products, and clearance issues. SAB also supports EPA's Scientific Integrity Official and EPA's Human Subjects Research Review Official. The Branch supports the Extramural Research & Partnerships Division by conducting eligibility review, scientific peer review, and human subjects review for grant applications and SBIR contract proposals.

#### **What experience and skills will you gain?**

As a team member, you will assist the Science Advisory Branch (SAB) supervisor with the logistical, analytical, and administrative duties required to support and maintain SAB.



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### **How you will apply your skills**

#### **Administrative Responsibilities:**

- Research, analyze, synthesize and develop solutions to various administrative issues and present findings, as assigned;
- Draft, edit, proof-read, format, and assist in the distribution of letters, memorandums, and other documents;
- Perform reviews and edits of SAB products to ensure they are of the highest quality;
- Assist with meeting planning and logistics, including assisting with meeting scheduling, providing assistance in preparing talking points for speakers, creating PowerPoint presentations and assisting room reservations and setup;
- Assist in the organization and management of various inboxes, calendars and gathering/posting materials for meetings;
- Assist in tracking assignments, correspondence, clearance packages and ensuring that work is completed in a timely manner;
- Maintaining records of correspondence, action documents, and maintain a system to track deliverables and projects in progress;
- Professionally interact with all levels of Agency personnel as needed; and
- Perform other tasks as required to accomplish office objectives.

#### **Communications related responsibility will vary but will include:**

- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts;
- Assisting the team in the development of presentations and products, providing support to better showcase results and impacts using graphics and other interactive formats;
- Prepare communication related materials, including brochures, fact sheets, and materials for postings on the web;
- Maintain internet and intranet sites including updating information, posting documents, and archiving; and
- Maintain SharePoint sites including updating information, posting documents, and archiving.

### **Required Knowledge, Skills, Work Experience, and Education**

- Demonstrated strong writing and oral skills;
- Demonstrated leadership skills and experience working in teams;
- Proficiency in Microsoft Office applications and experience using any graphics software;
- Demonstrated attention to detail and proficiency in document editing and formatting in Microsoft Office;
- 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;

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- Exceptional interpersonal skills; and
- Experience translating complex information for a lay audience as evidenced by a writing sample.

**Desired Knowledge, Skills, Work Experience, and Education**

- Project or program management experience; and
- A general understanding of environmental protection and environmental health;

**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 \$25.17 for hours worked.

**Hours:** Full-time.

**Travel:** Local travel may be required.

**Expected start date:** The position is full time and expected to begin June 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](mailto:EPANSSC@orau.org). Do not contact EPA directly.*

- 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:** Any degree .
  - **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** ([51](#) )
    - **Mathematics and Statistics** ([11](#) )
    - **Other Non-Science & Engineering** ([13](#) )
    - **Physics** ([16](#) )
    - **Science & Engineering-related** ([2](#) )

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◦ **Social and Behavioral Sciences** ([30](#) 👁)

**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.