

Opportunity Title: EPA Scientific Support Associate

Opportunity Reference Code: EPA-SSP-0010-06

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0010-06

Description The EPA Environmental Research and Business Support Program has an immediate opening for an EPA Scientific Support Associate with the Office of Research and Development at the EPA facility in Research Triangle Park, North Carolina.

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.


This opportunity is located in ORD's National Exposure Research Laboratory (NERL), Computational Exposure Division (CED), which develops, evaluates and applies models and decision support tools to characterize fate and transport in environmental media and the resulting human and ecosystem exposures. CED is comprised approximately 70 Federal staff across four branches and an immediate office. CED staff are located at Research Triangle Park, NC and Athens, GA. This position is located at the EPA facility in Research Triangle Park, NC.


The CED staff consists of atmospheric scientists, meteorologists, hydrologists, exposure scientists, toxicologists, computer scientists and programmers, statisticians and mathematicians. The Division is diverse in scientific expertise and workforce. Researchers within CED participate in all six of the ORD National Research Programs (Air, Climate and Energy; Chemical Safety for Sustainability; Homeland Security; Human Health Risk Assessment; Safe and Sustainable Water Resources; and Sustainable and Healthy Communities). CED is in need of scientific administrative and management support to assist in responses to NERL and the National Research Programs.

The selected candidate shall assist CED staff with the analytical and administrative duties required to support operations of a diverse environmental modeling research program. Such duties include, but are not limited to, the administrative, management, and communication of technical products emerging from CED research activities.

Management, Administrative, and Communication-related responsibilities include:


- Assisting in planning, executing and following up on meetings associated with activities of the CED management and staff. This may include scientific meetings, operational and staff meetings, episodic conferences, etc.,


 **ORAU 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](#)

 GET IT ON
Google Play

 Download on the
App Store

Opportunity Title: EPA Scientific Support Associate

Opportunity Reference Code: EPA-SSP-0010-06

- Working independently to identify opportunities for improvement in CED operations and communications and recommending solutions,
- Providing support to CED staff using computer technology to improve communication across CED, NERL, ORD, and EPA. Developing proficiency in Microsoft (MS) Office products including MS Outlook, Word, Excel, PowerPoint, and SharePoint,
- Assisting in developing and compiling of research product and publication tables, spreadsheets, and analyses in response to action transmittals and CED needs,
- Collaborating with professionals in a scientific research environment,
- Providing support to maintain information databases and systems (i.e. using Drupal to update intranet web content),
- Assisting in responding to high priority requests of various nature that require short turnaround times and attention to detail,
- Working with CED senior management gathering information when required, performing a variety of analyses using computer programs, communicating results clearly to managers and staff, and following up as necessary, and
- Becoming familiar with laboratory audio visual systems used for meetings and communication, and providing support as necessary to ensure seamless meeting operation, including virtual meetings and seminars.

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

Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage for hours worked at a rate of \$20.65 per hour

Travel: Occasional overnight travel may be required.

Working Conditions: This position will involve work in an administrative setting and is not expected to involve exposure to hazardous elements.

The selected candidate shall be supervised by a mentor who will provide day-to-day direction, as well as coach, advise and counsel the candidate, and review the candidate's work.

Expected Start Date: The position is full-time and expected to begin in August 2016. The selected applicant will be a temporary employee of ORAU working as a contractor to EPA. The initial contract period is through May 14, 2017. EPA may elect to renew the contract for an additional three 12-month optional periods

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

Opportunity Title: EPA Scientific Support Associate

Opportunity Reference Code: EPA-SSP-0010-06

Qualifications **Qualifications:**

Eligible applicants must:

- Be at least 18 years of age **and**
- Have earned at least a Bachelor's degree in environmental science or closely 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

Successful candidates will have:




- Experience planning, executing, and following up on meetings,
- Proficiency with Microsoft Office applications including Excel, PowerPoint, Word, and Outlook,
- Experience developing and maintaining Excel spreadsheets,
- Experience in administration support functions (recordkeeping, filing, assembling briefing packages, etc.) records management (electronic and hardcopy), and maintenance of databases,
- Strong leadership and organizational skills, including a demonstrated ability to handle multiple assignments with competing deadlines,
- Strong proofreading and editing skills,
- Strong written, oral and electronic communication skills, and
- The ability to work independently and proactively.

How to apply:

- Submit application and supporting documents by clicking on *Apply Now* button.
- Do not contact EPA directly.

For more information, contact EPAjobs@orau.org.

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).
- **Overall GPA:** 2.00
- **Discipline(s):**
 - **Earth and Geosciences** (21 )
 - **Environmental and Marine Sciences** (14 )
 - **Life Health and Medical Sciences** (45 )

Affirmation

I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in environmental science or closely

Opportunity Title: EPA Scientific Support Associate

Opportunity Reference Code: EPA-SSP-0010-06

related 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.

ORAU is an Equal Opportunity Employer (**EOE AA M/F/Vet/Disability**); visit the [ORAU website](#) for required employment notices.