

Opportunity Title: Part-Time Office Technical Support
Opportunity Reference Code: EPA-NSSC-0005-33-6-20-24

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-NSSC-0005-33-6-20-24

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

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

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

Within ORD, the Center for Public Health and Environmental Assessment (CPHEA) provides the science needed to understand the complex interrelationship between people and nature in support of assessments and policy to protect human health and ecological integrity. The Pacific Ecological Systems Division (PESD) located in CPHEA's mission includes predictive (modeling) capabilities regarding the effects of future land, water, air and chemical use, as well as for evaluating climate and sustainability scenarios. PESD scientists address important scientific issues in formulating public policies and regulations to protect and manage ecological resources and achieve sustainable futures. They also collaborate with scientists at other EPA research facilities and at research institutions throughout the world.

What experience and skills will you gain?

As a team member, you will perform simple safety, health & environmental walk around inspections, and will notify the Safety Health and Environmental Manager when violations are noted. You will work with the research staff to correct potential safety deficiencies. You will be responsible for assisting the SHEM with the implementation and maintenance of the Divisions automated chemical inventory, online Safety Datasheet (SDS) repository, waste management, and focusing on engagement and tracking of training. You will also be responsible for data entry and any other assistance as needed as the project develops. You may be required to attend and/or participate in training and conferences in support of the statement of work. In addition, you will assist the communications team in highlighting SHEM activities.

How you will apply your skills

These tasks will provide you with the basic knowledge of program responsibilities to begin the larger goal of development of the SHEM Project Management Portfolio.

Other responsibilities



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- Participating as a member of a multi-disciplinary team;
- Interacting with other members of the development team as well as EPA scientists;
- Liaison with PESD communications to highlight SHEM activities;
- Assisting with implementing and maintaining the facility wide, web based chemical inventory list and Safety Data Sheets database; and
- Track, compile and report safety and training statistics.

Required Knowledge, Skills, Work Experience, and Education

- Experience with basic safety requirements in a laboratory;
- A knowledge of chemistry and chemical interactions is required;
- Strong written, oral and electronic communication skills; and
- Proficient in MS Word, MS Excel, PowerPoint, PDF, etc.

Location: This job will be located EPA's facility in Corvallis, OR.

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$23.13 for hours worked.

Hours: Part-time



Travel: Occasional overnight travel may be required.

Expected start date: The position is part time and expected to begin July 2024. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA.

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 Bachelor's degree in Biology, Chemistry, Environmental Sciences, Industrial Hygiene, Occupational Health & Safety, Engineering, 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:** Bachelor's Degree, Master's Degree, or Doctoral Degree received within the last 24 months or anticipated to be received by 7/13/2020 11:59:00 PM.
 - **Overall GPA:** 2.00
 - **Discipline(s):**
 - **Chemistry and Materials Sciences** ([12](#) )
 - **Communications and Graphics Design** ([1](#) )

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- **Earth and Geosciences** ([21](#) )
- **Engineering** ([27](#) )
- **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 Biology, Chemistry, Environmental Sciences, Industrial Hygiene, Occupational Health & Safety, Engineering, 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.