

**Opportunity Title:** Part-Time Administrative Specialist for Clinical Research

**Opportunity Reference Code:** EPA-NSSC-0005-56-6-20-24

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

**Reference Code** EPA-NSSC-0005-56-6-20-24

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

**Description** The EPA National Student Services Contract has an immediate opening for a part time Administrative Specialist for Clinical Research at EPA position with the Office of Research and Development at the EPA facility in Chapel Hill, NC.

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


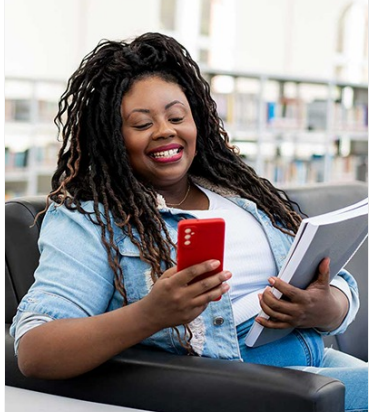
The Center for Public Health and Environmental Assessment (CPHEA) provides the science needed to understand the complex interrelationship between people and nature in support of assessments and policy to protect public health. The Clinical Research Branch (CRB) of CPHEA's Public Health and Integrated Toxicology Division (PHITD) operates laboratories and clinical facilities at the EPA Human Studies Facility building (HSF) located on the campus of the University of North Carolina at Chapel Hill. CRB investigators conduct clinical studies involving human volunteers to determine the effects of exposure to ambient pollution on human health and elucidate the mechanisms through which these effects occur through related laboratory studies. CRB studies are conducted in close consultation with client offices in order to support the regulatory activities of the Agency.

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

The team member will assist the Medical Station Staff and research team with analytical, data management and documentation, and communication responsibilities required to support and maintain a robust research program.

#### Data Management responsibilities will include assisting with:

- Data entry and review of Medical Station database, medical chart demographics, and study volunteer test results
- Assist with Medical Station file management and uploading of documents and datasets to EPA databases.
- Extracting, cleaning, linking, merging, documenting and managing databases containing health data
- Maintaining records of meetings, correspondence, and action documents, and maintain a system to track projects in progress
- Contribute to literature research/review and the preparation/writing of materials for equipment/contract acquisition packages.
- Support branch asset, chemical, ordering, and inventory management.

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- Support principal investigators with the writing, formatting, distribution, review, and upload of materials to for EPA administrative processes (e.g., standard operating procedure approvals and manuscript, abstract, and dataset tracking systems).
- Support medical station operations (e.g., transport clinical samples from the Medical Station to HSF laboratories for processing, clean medical equipment, and administrative duties).

**Communications-related responsibilities will include:**

- Participating as a member of a multi-disciplinary research team.
- Interacting with CRB researchers as well as EPA and other scientists

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

- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint;
- Strong organizational, documentation, time management, and multi-tasking skills; and
- Strong written, oral, and electronic communication skills.

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

- Experience in a laboratory setting (research or teaching); and
- Experience in science administration.

**Location:** This job will be located EPA's facility in Chapel Hill, NC.

**Salary:** Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$20.45 for hours worked.

**Hours:** Part – Time. 20 hours per week.

**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](mailto:EPANSSC@orau.org). Do not contact EPA directly.*

- Qualifications**
- Be at least 18 years of age **and**
  - Have earned at least two years of college and working toward a bachelor's degree in English, accounting, nursing, biology, cell biology, biochemistry, molecular biology, toxicology, administration, business, management, or closely related field 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 received within the last 24 months or

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currently pursuing.

- **Overall GPA:** 2.00
- **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** ([48](#))
  - **Mathematics and Statistics** ([11](#))
  - **Other Non-Science & Engineering** ([13](#))
  - **Physics** ([16](#))
  - **Science & Engineering-related** ([2](#))
  - **Social and Behavioral Sciences** ([29](#))

**Affirmation** I certify that I am at least 18 years of age; a recent graduate with at least a two years of college and working toward a Bachelor's degree in English, accounting, nursing, biology, cell biology, biochemistry, molecular biology, toxicology, administration, business, management, or closely 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.