

Opportunity Title: Administrative Extramural Research Specialist

Opportunity Reference Code: EPA-NSSC-0002-3-7-3-24

Organization U.S. Environmental Protection Agency (EPA)

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

Description The EPA National Student Services Contract has an immediate opening for a full time Administrative Extramural Research 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) is responsible for the Agency's official Scientific Integrity policy and human subject research review, as well as overseeing and managing: intra-agency science coordination, the Action Development Process leadership, the Regional Science Program, Tribal Science, External Advisory Boards, and EPA extramural research support and partnerships (including research grants and partnerships, challenges, and prizes).


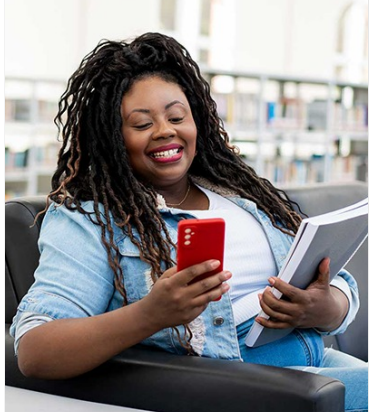
What experience and skills will you gain?

As a team member, you will assist the OSAPE Director, Deputy Director, Chief of Staff, and Program Operations Director with analytical, communication, operational and administrative duties required supporting and maintaining the functions of the immediate office.

How you will apply your skills

Management and Administrative responsibilities:

- Compiling, analyzing and summarizing information and Assisting with administrative and logistical tasks relating to operational activities in support of OSAPE programs;
- Assisting with record keeping activities in various electronic systems, databases, and paper records;
- Compiling daily calendars, scheduling meetings for OSAPE leadership, answering emails, organizing files;
- Maintaining records of meetings, correspondence, and action documents, and maintain a system to track projects in progress;
- Managing SharePoint and MS Teams sites and updating them with timely information as needed;
- Attending meetings to take notes and then creating detailed, action-oriented minutes with a short turn-around time;
- Providing general administrative support to OSAPE leadership as needed;

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- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts;
- Assisting, as needed, with the development of presentations, including the graphical display of information, and other communication materials; and
- Assisting in tracking activities and deadlines.

Required Knowledge, Skills, Work Experience, and Education

- Advanced proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook, Teams);
- Experience in administration support functions (i.e., recordkeeping, managing calendars, scheduling meetings, filing, notetaking) and managing records (electronic and hardcopy) or databases;
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications;
- Excellent proof reading and editing skills;
- A high level of attention to detail is essential for this position;
- Experience writing clearly and for a lay audience as evidenced by a writing sample; and
- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines.

Desired Knowledge, Skills, Work Experience, and Education

- Proficiency with database applications, Adobe applications, SharePoint, and Project.

Location: This job will be located EPA's facility in Washington, DC.

Salary: The 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: Occasional overnight travel may be required.

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

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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 month(s).
 - **Discipline(s):**
 - **Business** ([11](#))
 - **Communications and Graphics Design** ([6](#))
 - **Computer, Information, and Data Sciences** ([5](#))
 - **Environmental and Marine Sciences** ([1](#))
 - **Other Non-Science & Engineering** ([3](#))
 - **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 in Business Administration 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.