

Opportunity Title: Program Operations Admin Support

Opportunity Reference Code: EPA-NSSC-0005-57-8-8-24

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 Program Operations Admin Support position with the Office of Research and Development at the EPA facility in Washington, D.C.

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 human health and ecological integrity.

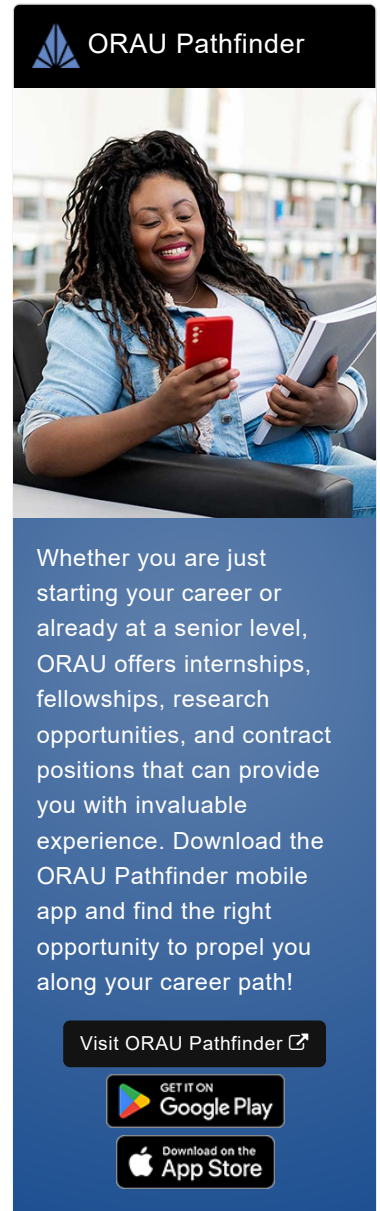
What experience and skills will you gain?

As a Program Operations Staff team member, you will support the business operations of the laboratory by providing management, oversight, and guidance in the areas of budget; extramural management; ethics and management integrity; records management; Freedom of Information Act (FOIA) requests; and human resources as well as others. POS also operates CPHEA's scientific model shop. The team member will provide POS with the following types of general support:

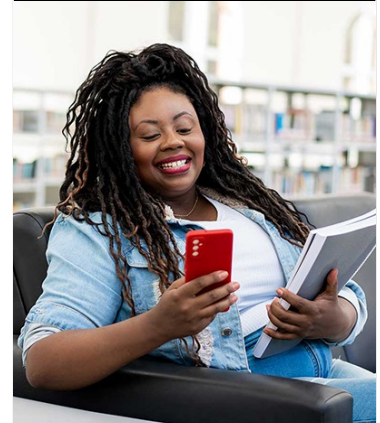
- Supporting data collection efforts, analyzing input, and preparing consolidated responses;
- Producing status updates and analytic reports;
- Drafting presentations, emails, memoranda, and other materials for broad distribution;
- Preparing background information on multiple topics from literature reviews or web searches;
- Setting up meetings and meeting resources (phone, rooms, webinar, etc) Copying, faxing, and mailing;
- Maintaining office calendar;
- Taking notes at meetings and distributing minutes;
- Creating and maintaining email groups and distribution lists; and
- Conducting follow up emails and phone calls.

Required Knowledge, Skills, Work Experience, and Education

- A general understanding of basic business and operations concepts;
- Experience managing multiple tasks for more than one end-user in a fast-paced, deadline-driven environment;



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- Significant experience in analyzing and synthesizing complex datasets using Microsoft Excel to include the use of pivot tables;
- Advanced skills in Microsoft Word, Excel and PowerPoint;
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications;
- Experience in administration support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases; and
- Ability to lift and transport lite and medium weight boxes up to 20 lbs. using a cart, and to transport other light material between office and labs unassisted.

Desired Knowledge, Skills, Work Experience, and Education

- Basic skills in Microsoft Teams and SharePoint.

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

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: Occasional overnight travel may be required.

Expected start date: The position is full time and expected to begin September 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 or other business-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.

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
 - **Degree:** Bachelor's Degree received within the last 24 month(s).
 - **Overall GPA:** 2.00
 - **Discipline(s):**
 - **Business** ([11](#))

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a

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Bachelor's Degree in business or other business-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.