

Opportunity Title: EPA Urban Sustainability Database Support

Opportunity Reference Code: EPA-SSP-0016-2

Organization U.S. Environmental Protection Agency (EPA)

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Description The EPA Environmental Research and Business Support Program has an immediate opening for an EPA Urban Sustainability Database Support position with the Office of Research and Development at the EPA facility in Cincinnati, OH.

The Office of Research and Development at the EPA supports 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.

The Sustainable Technology Division (STD) of the National Risk Management Research Laboratory (NRMRL) within The Office of Research and Development (ORD) at EPA develops and designs technologies and methodologies that provide sustainable solutions to environmental problems. The Division also creates and advances new ideas that propagate throughout ORD's national research programs.

The selected candidate shall assist the SHC 4.61.3 Task Lead and the task's team with the development of an Urban Sustainability Database for the metropolitan area of Chicago, Illinois, USA.

Management and Administrative responsibilities shall include:

- Supporting task researchers in the collection of data from public and private sources,
- Supporting task researchers in organizing the data into a usable electronic form, most likely spreadsheets,
- Analyzing the data to insure that it adequately represents the sustainability of an urban system, and
- Maintaining records of meetings, correspondence and action documents, and the progress of the project.

Communications-related responsibilities will include:

- Assisting in the logistics and coordinating activities for briefings, meetings, workshops, and other collaborative efforts,
- Assisting the team in developing oral presentations results and impacts using graphics and other interactive formats,
- Assisting in developing summary analysis documents of the results of the task's progress,
- Facilitating the appropriate communication and outreach related to innovation activities including: creating one-page summaries on directed background research, and developing communication materials for wider audiences.

Location: This job will be located at EPA's facility in Cincinnati, OH.

Salary: The selected applicant will become a full time temporary employee of ORAU and will receive an hourly wage of \$20.80 for hours worked.

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 selected candidate, and review his/her work.

Expected Start Date: The position start date is October 2016. The selected applicant will be temporary employees 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.

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

Qualifications Eligible applicants must:

- Be at least 18 years of age and
- Have earned at least a Bachelor's Degree in engineering or environmental science 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.

Required Knowledge, Skills, Work Experience, and Education

Successful candidates shall have:







- Education and/or experience in sustainability,
- Strong quantitative skills,
- Demonstrated leadership skills and experience working in teams,
- Proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook),
- Experience in administration support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases, and
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications.

How to apply:

Submit application and supporting documents by clicking on Apply Now button.

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

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):**
 - **Communications and Graphics Design** (1 )
 - **Engineering** (27 )
 - **Environmental and Marine Sciences** (13 )
 - **Life Health and Medical Sciences** (45 )
 - **Other Non-S&E** (5 )
 - **Social and Behavioral Sciences** (28 )

Affirmation

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

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