

Opportunity Title: EPA Human Health Administrative Assistant

Opportunity Reference Code: EPA-SSP-0024-12

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0024-12

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.

Description **Background:**

The EPA Environmental Research and Business Support Program has an immediate opening for an EPA Human Health Administrative Assistant with the Office of Research and Development at the EPA facility in Chapel Hill. The position is part time up between 10 and 15 hours per week.

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 Environmental Public Health Division (EPHD) within the Office of Research and Development (ORD) at EPA focuses on the adverse public health impacts of environmental exposures. Clear communication of the health risks due to environmental exposures to members of the public is an important cornerstone of the EPA. Researchers in the Epidemiology Branch of EPHD have been exploring environmental public health messages within the EPA and across other government agencies. Specifically, researchers have been focused on the accuracy of the public health message, the consistency of the messaging across agencies, and if any data gaps can be identified as a result of unclear environmental health messages.

The candidate shall assist a researcher in the Epidemiology Branch with management and administrative responsibilities and communication responsibilities required to support and maintain a robust research program.

Management and Administrative responsibilities shall include:

- Conducting literature searches and organizing results from the searches within a well-structured spreadsheet
- Organizing electronic and hardcopy records and files
- Researching and summarizing information relating to environmental quality and health outcomes
- Maintaining records of meetings, correspondence, and action documents, and maintain a system to track projects in progress

Communications-related responsibilities shall include:

- Assist in the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts
- Assist the team in developing oral presentation results and impacts using graphics and other interactive formats
- Assist in developing summary analysis documents of results and impacts from data analyses
- Assist in writing study results in manuscripts, presentations, and fact sheets

The selected candidate shall follow the EPHD Quality Management Plan (QMP-NHEERL/EPHD/2014-01-r0 of 2/06/2014) and all applicable Intramural Research Protocols/QA Project Plans documents for each individual research project.

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

Salary: The selected applicant will become a part time (between 10-15 hours per week) temporary employee of ORAU and will receive an hourly wage of \$17.71 for hours worked.

Travel: No overnight travel is 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 November 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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Qualifications **Eligible applicants must:**

- Be at least 18 years of age **and**
- Be a current student with at least 2 years in one of the following disciplines: Environmental Sciences, Public Health, Statistics, Social Sciences, Biology and Biostatistics, Psychology, or a related field of study or be a recent college graduate within the last 24 months from an accredited university or college **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 will have demonstrated:

- Experience in culture techniques of antibiotic resistant microorganisms,
- The ability to read and understand research presented in scientific writings such as journal articles and research reports,
- Education and/or experience conducting literature reviews or writing term or research papers (as evidenced by a technical or scientific writing sample),
- Experience in administration support functions (i.e., recordkeeping, filing), and managing and organizing records (electronic and hardcopy),
- Education and/or experience with basic statistics or biostatistics,
- Sound organizational skills, and
- Strong written, oral and electronic communication skills.

Eligibility Requirements

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** Associate's Degree or Bachelor's Degree received within the last 24 month(s).
- **Discipline(s):**
 - **Communications and Graphics Design** (1 )
 - **Environmental and Marine Sciences** (13 )
 - **Life Health and Medical Sciences** (45 )
 - **Mathematics and Statistics** (2 )
 - **Other Non-S&E** (5 )
 - **Social and Behavioral Sciences** (28 )

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Affirmation I certify that I am at least 18 years of age; a current student with at least 2 years in one of the following disciplines: Environmental Sciences, Public Health, Statistics, Social Sciences, Biology and Biostatistics, Psychology, or a related field of study or am a recent college graduate within the last 24 months from an accredited university or college; 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.