

Opportunity Title: EPA OSIM Project Support

Opportunity Reference Code: EPA-SSP-0003-9

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0003-9

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 OSIM Project Support Assistant with the Office of Research and Development at the EPA facility in Cincinnati, OH.

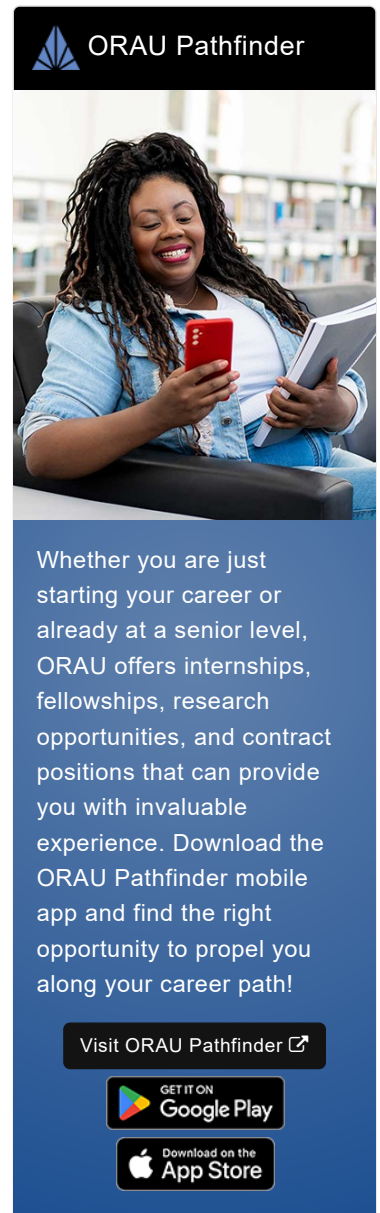
The Office of Research and Development at the EPA supports research to improve the scientific basis for decisions on national environmental issues and help EPA achieve its environmental goals. Research is conducted in a broad range of environmental areas by scientists in EPA laboratories and at universities across the country.

The Office of Science Information Management within the Office of Research and Development (ORD) at EPA work to stimulate sustainable solutions to environmental problems. The team develops and encourages new ideas throughout the ORD research program.


The candidate shall assist the Customer Support Division, the Program Management Services Division, and the Office of Science Information Management with the analytical and administrative duties required to support and maintain a customer service program, including the administration, management, and communication of results and impacts resulting from customer service activities.

Management and Administrative responsibilities shall include:

- Assisting with information technology customer service activities including customer interaction; system database entry and reporting; coordinating conferencing and web conferencing activities; assisting with video and web conferencing meetings and events; assisting with information technology property management including physical inventory of information technology and management items; and creating and updating website information.
- Supporting ORD in the processing of onboarding and deprovisioning requests using the ORD dPROV and EPA eBusiness systems. Assisting with maintaining records in the ORD OMIS-HR application and in Access databases.
- Researching, coordinating and summarizing information relating to information technology and management requests.
- Supporting OSIM's role in management of mobile devices for international travel. Such support will include review of travel database



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entries, weekly mobile device communication steps for new travelers, and an in-depth understanding of EPA's related policy and guidance to better support OSIM's customers.

- Researching, collecting, analyzing, summarizing data, and preparing reports and presentations in support of an information technology and information management line of business. Analyzing, cross-referencing, and synthesizing data from various information sources (e.g. spreadsheets, applications, databases, documents, websites) and prepare reports and presentations.
- Assisting with the analysis of activities and processes in the formation and development of information technology and management policy.
- Maintaining records of meetings, correspondence, and action documents, and maintain a system to track projects in progress.
- Completing all associated SharePoint training modules, and designing, constructing, and managing/maintaining SharePoint sites for OSIM projects as needed.
- Assisting in promoting and coordinating the use of web-based opportunities to foster collaboration among ORD scientists.

Communications-related responsibilities shall include:

- Assisting in the logistics and coordination 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 results and impacts from information technology activities.
- Facilitating the appropriate communication and outreach related to information technology activities including: creating one-page summaries developing longer pieces based on directed background research, and developing communication materials for wider audiences, and developing information technology policy and standard operating procedures.

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: 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 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

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periods.

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Qualifications Eligible applicants must:

- Be at least 18 years of age **and**
- Have earned at least a bachelor's degree in information technology or a 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.

Required Knowledge, Skills, Work Experience, and Education

Successful candidates will have:

- Education and/or experience in both information technology and customer service.
- Strong customer service skills including interpersonal skills and strong written, oral and electronic communication skills.
- Proficiency with Microsoft Office applications including Excel, PowerPoint, Word and Outlook.
- Experience in administration support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases.

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
 - **Degree:** Bachelor's Degree or Master's Degree received within the last 24 month(s).
 - **Discipline(s):**
 - **Computer, Information, and Data Sciences** ([16](#))
 - **Engineering** ([1](#))

Affirmation I certify that I am at least 18 years of age; have earned at least a bachelor's degree in information technology 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.