

Opportunity Title: Executive Communications Assistant at EPA

Opportunity Reference Code: EPA-SSP-0008-4R-11-2-16

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 Executive Communications Assistant with the Office of Research and Development at the EPA facility in Research Triangle Park, NC.

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.

The National Exposure Research Laboratory (NERL), Office of Research and Development (ORD), Systems Exposure Division (SED), located in Research Triangle Park, NC, is a scientific organization responsible for carrying out EPA's mission to protect human health and the environment by developing and applying innovations in exposure science. The SED Deputy Director and team are responsible for managing, providing guidance for, and providing oversight of the business operations for SED. This includes developing, managing and controlling the overall budget, administering its execution, and directing other related special projects related to expenditures of resources. Responsibilities also include management, oversight and guidance in the areas of extramural management, human resources, travel, training, contract and record management, scientific products, ethics, purchasing, information management, health and safety, environmental management and compliance, facilities, physical security, property management, as well as other areas. Additional responsibilities include conducting reviews, providing advice, assistance and support, and facilitating and interpreting policies, procedures, rules and regulations.

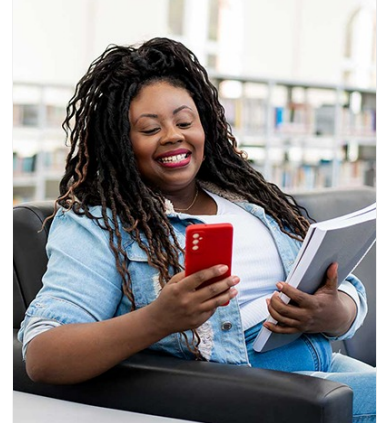
The selected candidate shall assist the SED Deputy Director with the analytical and administrative duties required to fulfill its obligations to NERL, including administration, management, and communication of NERL's administrative and research programs.

Management and Administrative responsibilities will include:

- Assisting in planning, executing, and following up on meetings associated with activities of the SED Deputy Director and administrative staff. This may include planning meetings, budget forums, operational and staff meetings, episodic conferences, and various annual events.
- Assisting in identifying opportunities for improving operational and administrative research support activities and collaboratively developing recommendations.
- Providing support to SED Deputy Director and administrative staff in the area of computer technology to improve communications across SED and NERL.
- Gathering information, developing tables, spreadsheets, presentations,



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and conducting analyses in response to data calls and other SED needs.

- Providing support to SED Deputy Director and Division personnel in preparing, submitting and tracking travel documents.
- Assisting the mentor in addressing a wide variety of division needs using expertise and collaborating with professionals in a management environment.
- Providing support to maintain and keep current a number of information databases and systems. This may include shared drives, property transaction databases, purchase cards, travel, training, etc.
- Establishing and maintaining a variety of electronic and hard copy files, correspondence and tracking systems.

Communications related responsibilities will include:

- Assisting in responding to high priority requests of various nature requiring short turn-around times and attention to detail.
- Working with NERL senior management across the organization gathering information when required, performing a variety of analyses using computer programs, and communicating results clearly to managers and staff, and following up as necessary.
- Becoming familiar with laboratory audio/visual systems used for meetings and communication and providing support as necessary to ensure seamless meeting operations.
- Attending meetings, providing requested feedback on data calls, and communicating with the Systems Exposure Division.

Location: This job will be located at EPA's facility in Research Triangle Park, NC.

Salary: Selected applicant will become temporary employees of ORAU and will receive an hourly wage of \$20.65 for hours worked.

Hours: Full-Time

Working Conditions: 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. The mentor for this position will be a federal EPA employee.

Travel: Occasional overnight travel may be required.

Expected Start Date: This position is full-time and expected to begin in December 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.

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

Qualifications Eligible applicants must:

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- Be at least 18 years of age **and**
- Have earned at least a Bachelor's degree in communications, environmental policy or other closely 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 shall:

- Possess advanced proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, and Outlook), desktop publishing, and the Internet.
- Be highly organized and experienced in administration support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases.
- Possess strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications.





Desired Knowledge, Skills, Work Experience and Education

It is desirable for candidates to possess experience involving the management of research programs and/or scientific communication.

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** ([6](#) )
 - **Environmental and Marine Sciences** ([13](#) )
 - **Other Non-Science & Engineering** ([1](#) )
 - **Social and Behavioral Sciences** ([2](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in communications, environmental policy or other closely related field from an accredited university or college within the last 24 months; and not a current employee of EPA ORD or the spouse or child of an EPA ORD employee.

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