

Opportunity Title: EPA Human Resource Support Associate
Opportunity Reference Code: EPA-SSP-0001-06R-3-8-2017

Organization U.S. Environmental Protection Agency (EPA)

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How to Apply **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 Human Resource Support Associate with the Office of Research and Development at the EPA facility in Research Triangle Park, North Carolina.

The Office of Administrative and Research Support (OARS), Human Resources Division (HRD) provides leadership to the Office of Research and Development (ORD) on the impact and use of policies, proposal, programs and organizational relationships related to the implementing of EPA's human resources program. HRD provides ORD-wide direction and leadership in implementing solutions that address workforce issues in the areas of recruitment, hiring, performance management, employee recognition, work-life programs, organizational development, workforce planning, succession planning, competency development, training and development, labor relations and diversity. The Division provides the full range of operational human resource and management advisory services to ORD senior management.

The Division is seeking an individual to assist the Division with the analytical and administrative duties required for a variety of support functions. The team is seeking an individual, at least 18 years of age who has completed at least a Bachelor's Degree to assist with the analytical and administrative duties required to support and maintain several key programs impacting all of ORD, including the centralized training request and approval services, support for Technical Qualifications Boards, Support for ORD Awards Programs, and general administrative support.

Responsibilities:

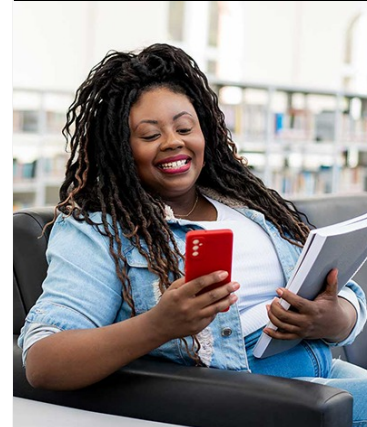
The Associate shall assist the OARS-HRD with the analytical and administrative duties required for a variety of support functions.

Centralized training request resource duties shall include:

- Assisting with the analysis of requests for training for ORD's administrative staff, managers and scientists to ensure requests are appropriate to process as training, and all necessary information is provided
- Assisting OARS-HRD staff with the review and processing of training



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requests, including receipt of the initial request, quality assurance for all needed data elements, development of the required forms, and tracking, funding, approval and communication of the approval to the necessary individuals

Support for Technical Qualifications Boards (TQBs) duties shall include:

- Supporting logistical arrangements required for all aspects of the Technical Qualifications Boards meetings
- Facilitating administratively the review of TQB application packages by the Panels

Support for ORD Awards Programs shall include:

- Supporting OARS/HRD staff in the development of request packages for ORD's Years of Service Awards for routing and approval to required Agency contacts
- Supporting ORD's Honor Awards Program including conducting research to identify potential award materials, development of award certificates, quality assurance and review of award materials, logistics support.
- Collecting, developing, and updating materials for ORD website related to Honor Awards

Administrative support shall include:

- Developing records of meetings, correspondence and action documents
- Assisting in the logistics and coordination activities for briefings, meetings, Division training, and other collaborative efforts
- Providing a variety of basic human resources support activities, such as development of awards forms or preparation of student volunteer packages

Location: This job will be located EPA's Research Triangle facility in Raleigh-Durham, NC.

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage for hours worked at a rate of \$20.65 per hour.

Hours: Full Time.

Travel: Occasional overnight travel may be required.

Expected Start Date: The position is full-time and expected to begin in April 2017. The initial project is through May 14, 2017, followed by up to three (3) 12-month optional periods.

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Qualifications Eligible applicants must:

- Be at least 18 years of age and

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- Have earned a Bachelor's Degree in management, human resources, business, or other related degree 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:

- Demonstrate education and/or experience in administrative support functions, and
- Demonstrate strong research, organizational, multi-tasking, oral and written communication skills.

Desired Expertise, Skills, Education, and/or Experience:

It is desirable for candidates to:

- Have proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook, Sharepoint), Internet research;
- Have experience in administrative support functions (i.e., recordkeeping, filing, managing records electronically, use of databases;
- Have strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities);
- Possess strong ability to follow multiple task through to completion successfully;
- Have excellent proofreading and editing skills, and
- Have experience with organizing, tracking and coordinating large amounts of electronic information is considered highly desirable.

- 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).
 - **Discipline(s):**
 - **Business** ([11](#) )
 - **Social and Behavioral Sciences** ([4](#) )

Affirmation I certify that I am at least 18 years of age; a recent graduate with a Bachelor's degree in management, human resources, business, or other 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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