

Opportunity Title: Office of the Science Advisor Strategic Coordinator at EPA

Opportunity Reference Code: EPA-SSP-0021-7

Organization U.S. Environmental Protection Agency (EPA)

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Description The EPA Environmental Research and Business Support Program has immediate openings for three EPA Office of the Science Advisor Strategic Coordinators with the Office of Research and Development at the EPA facility in Washington, DC.


The Office of the Science Advisor (OSA), within the Office of Research and Development at the U.S. Environmental Protection Agency (EPA), provides leadership in cross-Agency science, technology, and science policy development and implementation to ensure the best possible use of science at the Agency. EPA's ability to protect human health and the environment depends upon the integrity of the science on which it relies. OSA functions include:


- Implementation of the Public Access Plan for Research Results, which addresses making research journal articles and the data publically available;
- Implementation of EPA policies and procedures related to oversight of the ethics of all research involving human participants that is conducted by EPA scientists or funded by the EPA;
- Implementation of the Scientific Integrity Policy across EPA, including development of guidance and procedures, training, and communications;
- Providing coordination and championing regional science and technology functions;
- Promoting collaborative solutions to science and technology issues related to risk assessment, environmental measurement, modeling, and peer review;
- Assisting the team that identifies, develops, and disseminates innovative solutions to environmental problems; and
- Promoting effectiveness and efficiencies in the Agency's laboratory enterprise.

Responsibilities:

The selected candidates shall help to develop and implement cross-agency strategies that support the functions listed above. They shall assist with the analytical and administrative duties required to support and maintain robust programs. Specific duties and/or responsibilities shall include, but are not limited to:



- Assisting the team in developing oral presentations using graphics and other interactive formats;
- Assisting the team and OSA management with the development of products, the conduct of meetings, storing and properly manage the records, and timely search and


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retrieval of information;

- Conducting analysis of data and information collected for the various functions, preparing survey instruments under the direction of the Team leader, and preparing web related and other communication materials;
- Performing research on related topics that support the various OSA functions and responsibilities;
- Working in a team environment that supports cross learning and maximizes the student opportunity to learn about the functions of OSA, as well as other components of EPA.

Location: This job will be located at EPA's facility in Washington, D.C.

Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage of \$29.72 for hours worked.

Hours: Full time

Travel: No overnight travel is required.

Expected Start Date: The positions are full time and expected to begin July 2017. The selected applicants will be temporary employees of ORAU working as a contractor to EPA. The initial project is through May 14, 2018, followed by up to two (2) 12-month optional periods.

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 a Master's degree in Biological, Environmental or Physical Sciences, Environmental Policy or a 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

The applicants shall possess:

- Demonstrated education and/or experience in both science and policy;
- Demonstrated leadership and critical thinking skills and experience working in teams;
- Experience communicating and coordinating efforts between

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different groups;

- Demonstrated skill in developing oral presentations using graphics and presentation software;
- Experience conducting analysis of data and information to address specific applications; and
- Proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook).

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:** Master's Degree or Doctoral Degree received within the last 24 month(s).
- **Discipline(s):**
 - **Chemistry and Materials Sciences** (12 👁)
 - **Communications and Graphics Design** (1 👁)
 - **Earth and Geosciences** (21 👁)
 - **Environmental and Marine Sciences** (14 👁)
 - **Life Health and Medical Sciences** (45 👁)
 - **Physics** (16 👁)
 - **Social and Behavioral Sciences** (2 👁)

Affirmation

I certify that I am at least 18 years of age; a recent graduate with a Master's degree in Biological, Environmental or Physical Sciences, Environmental Policy or a closely related field 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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