

**Opportunity Title:** Human Resources Administrative Support (Part-time) at EPA

**Opportunity Reference Code:** EPA-SSP-0001-9

**Organization** U.S. Environmental Protection Agency (EPA)

**Reference Code** EPA-SSP-0001-9

**Description** The EPA Environmental Research and Business Support Program has an immediate opening for a part-time (20 hours per week) Human Resources Administrative Support with the Office of Research and Development at the EPA's facility in Las Vegas, NV.

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 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 selected candidate shall assist the OARS-HRD with the analytical and administrative duties required for a variety of support functions as follows:

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

- Logistics support required to establish and support the TQB Panels, and
- Administrative support to facilitate the review of TQB application packages by the Panel.

**Support for ORD Awards Programs shall include assisting with:**

- Developing request packages for ORD's Years of Service Awards for routing and approving required Agency contacts,
- Supporting ORD's Honor Awards Program including conducting research to identify potential award materials, development of award certificates, review quality and accuracy of award materials and logistics support,
- Collecting, developing and updating of materials for ORD websites related to Honor Awards, and
- Supporting the cash and time off awards processes including developing forms, and data entry into award receipt logs.

**Administrative Support shall include assisting with:**

- Developing records of meetings, correspondence and action



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documents,

- Performing logistics and coordination activities for briefings, meetings, Division training and other collaborative efforts, and
- Developing oral presentations using graphics and other interactive formats.

**Location:** This job will be located at EPA's facility in Las Vegas, NV.

**Salary:** Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$17.44 for hours worked.

**Hours:** Part-time; up to 20 hours per week.

**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 candidate, and review his/her work. The mentor for this position will be a federal EPA employee.

This position will involve work in an administrative setting and is not expected to involve exposure to hazardous elements.

**Travel:** No travel is required for this position.

**Expected Start Date:** The position is part-time up to 20 hours per week and expected to begin in June 2017. The selected applicant will be temporary employee of ORAU working as a contractor to EPA. The initial contract period is through May 14, 2018. EPA may elect to renew the contract for an additional two (2) 12-month optional periods.

*For more information, contact [EPAjobs@orau.org](mailto:EPAjobs@orau.org). Do not contact EPA directly.*

**Qualifications** Eligible applicants must:

- Be at least 18 years of age and
- Have completed at least two years of college and be working toward a 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 Expertise, Skills, Education, and/or Experience**

Successful candidate shall have:

- Experience in administration support functions (recordkeeping, filing, etc.) and managing records (electronic and hardcopy) or databases;
- Proficiency with Microsoft Office applications including Excel, PowerPoint, Word and Outlook;
- Experience conducting internet research;
- Strong communication skills (i.e., written, oral, telephone etiquette,

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presentation abilities);

- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines; and
- Strong proof reading and editing skills.

#### **Desired Expertise, Skills, Education, and/or Experience**

It is desirable for the candidate to have:

- Experience organizing, tracking and coordinating large amounts of electronic information.

- 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](#) )
    - **Chemistry and Materials Sciences** ([12](#) )
    - **Communications and Graphics Design** ([6](#) )
    - **Computer, Information, and Data Sciences** ([16](#) )
    - **Earth and Geosciences** ([21](#) )
    - **Engineering** ([27](#) )
    - **Environmental and Marine Sciences** ([14](#) )
    - **Life Health and Medical Sciences** ([45](#) )
    - **Mathematics and Statistics** ([10](#) )
    - **Other Non-Science & Engineering** ([13](#) )
    - **Physics** ([16](#) )
    - **Science & Engineering-related** ([1](#) )
    - **Social and Behavioral Sciences** ([28](#) )

**Affirmation** I certify that I am at least 18 years of age; have completed at least two years of college and are working toward a degree 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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