

Opportunity Title: Social Science Support at EPA

Opportunity Reference Code: EPA-SSP-0004-15

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0004-15

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 The EPA Environmental Research and Business Support Program has an immediate opening for a Social Science Support position with the Office of Research and Development at the EPA's Research Triangle facility in Raleigh-Durham, 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 Senior Advisor on Social Science advises ORD senior management on issues involving social science research and applications as they relate to ORD activities, builds capacity in social science research in ORD, and develops programs to integrate social and natural science research. The Advisor works with ORD national research programs and laboratories to help identify and express social science research priorities, and develop innovative, interdisciplinary research activities that focus on the human dimensions of environmental public health. The Advisor works with a team of ORD social scientists to develop and implement social science integration activities.

The selected candidate will assist the Senior Advisor on Social Science and the social science team with the analytical and administrative duties required to support and maintain social science integration activities, including the administration, management, and communication of results and impacts resulting from social science activities.

Management and Administrative responsibilities shall include:


- Researching and summarizing information relating to social science and interdisciplinary meetings, and tracking news and information from social science organizations. This includes fostering awareness of interdisciplinary and social science opportunities (webinars, meetings, workshops) and sharing information on registration deadlines, submission deadlines, etc.
- Analyzing activities and processes across ORD related to


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social sciences, including researching existing ORD research products, building a database of social science research products, developing a list of researchers working on social science projects, and tracking citations of ORD social science research.

- Assisting in promoting and coordinating the use of web-based opportunities to foster interdisciplinary collaboration among ORD scientists. This includes maintenance and expansion of the online ORD Social Science Toolbox, which includes identifying new social science materials (references and tools), working with SharePoint to add those materials, updating a SharePoint calendar, and evaluating and updating the site to enhance usability.
- Analyzing social science connections within EPA and between EPA and other agencies and organizations using survey results, stakeholder mapping, and other social science tools.

Communications-related responsibilities shall include:

- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts, including setting up meetings, contacting potential presenters and participants, maintaining organizational materials (contact information, agendas, etc.), and taking notes.
- Assisting the team in the development and management of oral presentations of results and impacts using graphics and other interactive formats.
- Assisting in developing summary analysis documents of results and impacts from social science activities.
- Facilitating appropriate communication and outreach related to social science activities including: development of a list of social science contacts in ORD labs and centers and contacts in program offices and regions, creating one-page summaries, developing longer pieces based on directed background research, and developing communication materials for wider audiences, such as blogs.

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

Salary: The selected applicant will become a full time temporary employee of ORAU and will receive an hourly wage of \$20.96 for hours worked.

Hours: Full Time.

Travel: Occasional 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.

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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 September 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. Do not contact EPA directly.

Qualifications **Eligible applicants must:**

- Be at least 18 years of age and
- Have earned at least a bachelor's degree in a social science field, including anthropology, sociology, geography, economics, psychology, political science, 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 have:

- Experience writing for a lay audience about science, environmental issues or public health concerns as evidenced by a writing sample;
- Advanced skills with Microsoft Office applications including Excel, PowerPoint, Word, Outlook, and SharePoint;
- Experience in administration support functions (recordkeeping, filing, etc.) and managing records (electronic and hardcopy) or databases;
- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines;
- Strong proof reading and editing skills; and
- Strong written, oral and electronic communication skills.

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):**
 - **Communications and Graphics Design** (1 )
 - **Earth and Geosciences** (21 )
 - **Environmental and Marine Sciences** (14 )

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- **Other Non-Science & Engineering** (5 👁)
- **Social and Behavioral Sciences** (28 👁)

Affirmation I certify that I am at least 18 years of age; have earned at least a bachelor's degree in a social science field, including anthropology, sociology, geography, economics, psychology, political science, environmental policy or other 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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