

**Opportunity Title:** Environmental Administrative Support (2 positions) at EPA

**Opportunity Reference Code:** EPA-SSP-0007-8

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

**Reference Code** EPA-SSP-0007-8

**How to Apply**

- Submit application and supporting documents by clicking on Apply Now button.
- *For more information, contact [EPAjobs@orau.org](mailto:EPAjobs@orau.org). Do not contact EPA directly.*


**Description** The EPA Environmental Research and Business Support Program has immediate openings for two (2) Environmental Administrative Support positions with the Office of Research and Development at the EPA's facility in Washington, DC.


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.

The National Center for Environmental Assessment (NCEA) within ORD is a leader in the science of human health and ecological risk assessment, a process used to determine how pollutants or other stressors may impact human health and the environment. The center occupies a critical position in ORD between researchers in other parts of ORD and outside of EPA who are generating new findings and data and the regulators in EPA's program and regional offices who must make regulatory, enforcement, and remedial action decisions. NCEA addresses the needs of stakeholders by preparing scientific assessments that integrate and evaluate the most up-to-date research. These products serve as a major component of the scientific foundation supporting EPA's regulations and policies. NCEA also conducts cutting-edge research to develop innovative quantitative risk assessment methods and tools that help extrapolate between experimental data and real-world scenarios, improve our understanding of uncertainties, and facilitate careful weighing of evidence. NCEA is often called upon to help risk assessors evaluate the effects of exposure during natural disasters, man-made events, and other population impact situations. For more information on NCEA, please visit:

<http://www.epa.gov/aboutepa/about-national-center-environmental-assessment-ncea>.


The selected candidates shall support the NCEA Director, Deputy Director and NCEA senior staff on a wide range of assignments and projects to ensure efficient and effective operations of NCEA IO. They shall support coordination of NCEA scientific assessment work and scientific support to EPA programs and regions. The selected candidates shall also support the activities of the Human Health Risk Assessment (HHRA) National Research Program Director, and NCEA's participation across all ORD national research programs. They


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will have access to government equipment, including computers and printers as needed to complete assignments.

**Based on assignments received, the selected candidates shall:**

- Provide logistic and administrative support to include providing support on day-to-day operations, logistics, scheduling, correspondence, and supporting updating and maintaining office procedures to ensure smooth operations of the NCEA IO;
- Track and provide coordination of NCEA scientific assessment and scientific support activities. Gather and analyze information needed to evaluate NCEA scientific and programmatic needs or to address requests for scientific support from EPA programs;
- Provide support with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts. Maintaining records of meetings, correspondence, and action documents, and maintain a system to track projects in progress;
- Develop and conduct special analyses or projects, as directed. Gather, analyze, interpret, and present data and develop summary analysis documents of results; and
- Provide support according to specifications and instructions provided by the mentor.

Electronic and written communications products produced under this order will be the property of the U.S. Environmental Protection Agency.

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

**Salary:** The selected applicants will become a full time temporary employees of ORAU and will receive an hourly wage of \$22.13 for hours worked.

**Hours:** Full Time.

**Travel:** Occasional local travel may be required.

**Working Conditions:** The selected candidates shall be supervised by a mentor who will provide day-to-day direction, as well as coach, advise and counsel the selected candidates, and review their work.

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

**Expected Start Date:** The position start date is November 2017. The selected candidates will be temporary employees of ORAU working as contractors to EPA. The initial contract period is through May 14, 2018. EPA may elect to renew the contract for

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an additional two (2) 12-month optional periods.

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**Qualifications    Eligible applicants must:**

- Be at least 18 years of age and
- Have earned at least a Bachelor's degree in biology, physical sciences, environmental science, or a 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:

- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines;
- Strong communications skills (both orally and in writing). A writing sample demonstrating the candidate's ability to summarize and describe technical information is required for evaluation;
- Excellent interpersonal skills; and
- Advanced skills with Microsoft Office applications (Excel, PowerPoint, Word, Outlook).

**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):**
  - **Chemistry and Materials Sciences** (12 )
  - **Earth and Geosciences** (21 )
  - **Engineering** (27 )
  - **Environmental and Marine Sciences** (14 )
  - **Life Health and Medical Sciences** (45 )
  - **Physics** (16 )
  - **Science & Engineering-related** (1 )

**Affirmation**

I certify that I am at least 18 years of age; have earned at least a Bachelor's degree in biology, physical sciences, environmental science, or a 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

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employee.

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