



**Opportunity Title:** Front Office Support at EPA  
**Opportunity Reference Code:** EPA-SSP-0004-16

<b>Organization</b>	U.S. Environmental Protection Agency (EPA)
<b>Reference Code</b>	EPA-SSP-0004-16
<b>How to Apply</b>	<ul style="list-style-type: none"> <li>• Submit application and supporting documents by clicking on Apply Now button.</li> <li>• <i>For more information, contact <a href="mailto:EPAjobs@orau.org">EPAjobs@orau.org</a>. Do not contact EPA directly.</i></li> </ul>
<b>Description</b>	<p>The EPA Environmental Research and Business Support Program has an immediate opening for a Front Office Support position with the Office of Research and Development at the EPA's facility in Washington, DC.</p> <p>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.</p> <p>This position is located in the Immediate Office of the Assistant Administrator (IOAA), Office of Research and Development (ORD). ORD functions as the principle scientific component of the Environmental Protection Agency (EPA). It is responsible for an Agency-wide program for assessing the known effect of environmental pollutants in varying exposure situations in health and ecological systems, and conducting an integrated research and development program for the Agency. Within ORD, IOAA is the primary office responsible for matters affecting the operational effectiveness of ORD, including requirements as they apply and impact subordinate ORD organizations for specific programs and initiatives within the Agency. The front office staff in IOAA play a critical role in supporting ORD's operational issues and serve in a variety of functions.</p>

**Administrative responsibilities shall include assisting the mentor with:**



- Compiling daily calendars, creating briefing books, answering phones, obtaining signatures on time sensitive documents, answering emails, organizing files, assisting with presentation materials, photocopying and scanning, etc.;
- Maintaining records of meetings, correspondence, and action documents, and maintaining a system to track projects in progress;
- Managing SharePoint sites and updating sites with timely information as needed;
- Attending meetings to take notes and then creating detailed, action-oriented minutes with a short turn-around time;
- Providing general administrative support to ORD senior


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leadership as needed; and

- Assisting with the logistics and coordinating activities for briefings, meetings, workshops, and other collaborative efforts.

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

**Salary:** The selected applicant will become a full time temporary employee of ORAU and will receive an hourly wage of \$22.13 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.

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 November 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 earned at least a Bachelor's degree in environmental 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:

- Working knowledge of environmental science and policy issues;
- Strong leadership, time management, and organizational skills, including demonstrated ability to think quickly and

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handle multiple assignments with competing deadlines.

(These skills are critical requirements for this position.);

- Advanced skills with Microsoft Office applications e.g. Excel, PowerPoint, Word, and Outlook;
- Experience in administration support functions (recordkeeping, filing, etc.) and managing records (electronic and hardcopy) or databases;
- 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 )
  - **Life Health and Medical Sciences** (45 )
  - **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 environmental 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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