



Opportunity Title: EPA Medical Station Assistant
Opportunity Reference Code: EPA-SSP-0024-4R-12-4-17


Organization	U.S. Environmental Protection Agency (EPA)
Reference Code	EPA-SSP-0024-4R-12-4-17
How to Apply	<p>Submit application and supporting documents by clicking on Apply Now button.</p> <p><i>For more information, contact EPAjobs@orau.org. Do not contact EPA directly.</i></p>
Description	<p>The EPA Environmental Research and Business Support Program has an immediate opening for an EPA Medical Station Assistant with the Office of Research and Development at EPA's facility located on the campus of the University of North Carolina at Chapel Hill.</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>The Environmental Public Health Division (EPHD) within the Office of Research and Development (ORD) at EPA focuses on the public health impacts of environmental exposures. As such, the Clinical Research Branch conducts research studies of adults to characterize relationships between, for example, ozone and health indices. In support of this research, the CRB Medical Station and Human Research Protocol Office (HRPO) of EPHD is seeking an individual who is at least 18 years of age and has completed a bachelor's degree from an accredited U.S. college or university within the past two years. This position primarily consists of administrative responsibilities; however, there is also a component that requires work in a laboratory. The selected candidate will interface and communicate with medical professionals and research scientists therefore a degree in any science or health related discipline such as Environmental Sciences, Biology, or Public Health is preferred. The candidate must be able and willing to handle bodily fluids such as blood. This effort is expected to begin approximately January 2018.</p> <p>The selected candidate shall provide the Medical Station and HRPO within EPHD with general office management, administrative and communication responsibilities in support of ongoing and upcoming studies. He/she shall support research efforts through preparation of study materials, laboratory supplies, and compilation of study data. The candidate shall assist with basic laboratory support to include the disinfection of bronchoscopes utilized in bronchoscopy studies. He/she must complete the required EPA lab safety training and comply with all general and specific EPA laboratory safety procedures.</p>


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Additionally he/she must complete the required Human Subjects Ethics and Quality Assurance training and demonstrate sensitivity to privacy issues and the protection of personal identifying information.

Administrative/ Office management/Laboratory responsibilities shall include

- Assisting in the day to day activities of the medical station and provide practical office support for the Human Research Protocol Office and CRB investigators as needed,
- Greeting visitors and research volunteers that enter the medical station,
- Answering multiple telephone lines and direct calls appropriately,
- Faxing and photocopying,
- Compiling medical charts, filing and retrieving of medical charts both current and archived,
- Filing and purging medical charts,
- Assisting in the logistics and coordinating activities for briefings, meetings, workshops, and other collaborative efforts,
- Organizing electronic and hardcopy records and filing and managing of large science databases,
- Creating and maintaining study charts for current and upcoming research studies,
- Inventorying study supplies and preparing blood tubes weekly to include the printing and labeling of specimens, and
- Assisting in basic laboratory activities to include disinfecting of bronchoscopes and the handling of biological human specimens such as blood, urine, saliva, and sputum.

Location: This job will be located at EPA's facility located on the campus of the University of North Carolina at Chapel Hill, NC.

Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage of \$20.96 for hours worked.

Hours: Full-Time

Travel: There is no travel requirement for this position.

Expected Start Date: The position is full time and expected to begin January 2018. The selected applicant will be a 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 12-month optional periods.

Working Conditions:

This position will involve work in an administrative setting and in a laboratory setting which may include handling human biological

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specimens such as blood, urine, saliva, or sputum. This position also involves working with chemicals used in the disinfection of bronchoscopes.

For more information, contact EPAjobs@orau.org. Do not contact EPA directly.

Qualifications Qualifications

Eligible applicants must:

- Be at least 18 years of age and
- Have earned at least a Bachelor's degree in any science or health related discipline such as Environmental Sciences, Biology, or Public Health is preferred 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 applicant shall:

- Have basic laboratory experience such as handling biological specimens,
- Have demonstrated leadership skills and have experience working in teams, and
- Have strong written, oral and electronic communication skills.

Desired Expertise, Skills, Education, and/or Experience







It is desirable for the applicant to:

- Have proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook), and the Internet,
- Have experience in using database software (e.g., MS Access, SQL, etc.),
- Have experience in administration support functions (i.e., recordkeeping, filing), managing and organizing records (electronic and hardcopy),
- Have strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities),
- Have excellent proofreading and editing skills,
- Have customer service experience, and
- Have basic laboratory experience handling biological specimens. This requirement can be demonstrated by the successful completion of a college level science course (i.e. Biology) which included a laboratory component.

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**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 )
 - **Computer, Information, and Data Sciences** (16 )
 - **Earth and Geosciences** (21 )
 - **Engineering** (27 )
 - **Environmental and Marine Sciences** (14 )
 - **Life Health and Medical Sciences** (45 )

Affirmation

I certify that I am at least 18 years of age; a recent graduate with a Bachelor's degree in any science or health related discipline such as Environmental Sciences, Biology, or Public Health is preferred 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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