

Opportunity Title: Business Management Support at EPA
Opportunity Reference Code: EPA-SSP-0003-02R-1-17-18

Organization U.S. Environmental Protection Agency (EPA)

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- 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 Business Management Support position with the Office of Research and Development at the EPA Research Triangle Park facility in Raleigh-Durham, North Carolina.

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 Science Information Management within The Office of Research and Development (ORD) at EPA works to provide information management and information technology solutions to assist the scientific research. The office is seeking an individual, at least 18 years of age who has completed a Bachelor degree with a major in Business, Management or Communications, to assist with analytical and administrative duties required to support and maintain a robust program, including the administration, management, and communication of results and impacts resulting from team activities.

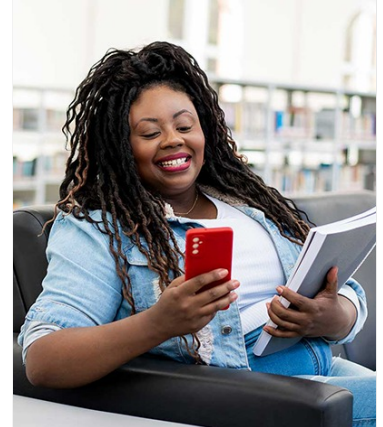
The selected candidate will assist the Immediate Office with the analytical and administrative duties required to support the administration, management, and communication needs of the office.

Management and Administrative responsibilities will include:


- Assist in developing and rollout of OSIM Communication Plan and communication efforts for additional ORD-wide project rollouts.
- Provide support and guidance on best ways to improve the OSIM website. Working with staff to make necessary updates and improvements.
- Provide analysis and administrative support on the OSIM FY goals and objectives, collecting data and providing analysis for quarterly updates. Assist in the creating and deployment of OSIM FY Goals and Objectives.
- Work on creating and deploying metrics across OSIM and for special projects.
- Maintaining records of meetings, correspondence, and action documents, and maintain a system to track projects in progress.
- Providing support as needed for the OSIM Immediate Office, to include: phone coverage; filing, maintaining and developing OSIM event



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calendars; and creating, formatting, proofing and disseminating various types of correspondence (memos, articles, e-mails).

- Assisting in coordinating and managing key OSIM and ORD meetings with logistics/setup, developing agendas, creating and gathering meeting materials, taking notes, proof reading, and development of presentations (PowerPoint).
- Serve as the OSIM point of contact for the EPA Visitor Management System, updating and managing the web-based RTP System on behalf of OSIM RTP.

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

Salary: Selected applicant will become a 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.

Expected Start Date: The position is full-time and expected to begin in February, 2018. The selected applicant will be a temporary employee of ORAU working as a contractor to EPA. The initial project is through May 14, 2018, followed by up to two (2) additional 12-month optional periods.

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.

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

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Qualifications Eligible applicants must:

- Be at least 18 years of age and
- Have earned at a minimum a Bachelor's degree in business, management, communications or related discipline 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 candidate shall have:



- Demonstrated analytical and communication skills.
- Strong written, oral and electronic communication skills.

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Desired Expertise, Skills, Education, and/or Experience

It is desired but not required for the candidate to have:

- Advanced proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, and Outlook), desktop publishing, and the Internet.
- Experience in administration support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases.
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications.
- Experience in analyzing data and preparing and writing reports.

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| Eligibility Requirements | <ul style="list-style-type: none">• 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):<ul style="list-style-type: none">◦ Business (11 )◦ Communications and Graphics Design (6 ) |
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Affirmation I certify that I am at least 18 years of age; a recent graduate with at a minimum a Bachelor's degree in business, management, communications or related discipline 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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