

**Opportunity Title:** Quality Assurance Support at EPA

**Opportunity Reference Code:** EPA-SSP-0027-16

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

**Reference Code** EPA-SSP-0027-16

**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 immediate opening for a Quality Assurance Support position with the Office of Research and Development at the EPA facility in Research Triangle Park, 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 National Exposure Research Laboratory (NERL), Office of Research and Development (ORD), Exposure Methods and Measurements Division (EMMD) is a scientific organization responsible for carrying out EPA's mission to protect human health and the environment by developing and applying innovations in exposure science.

The selected candidate shall assist the EMMD Quality Assurance Managers (QAMs) with the technical and administrative duties required to fulfill its obligations to NERL, including scientific and technical support, database and records management, and communication of NERL's research and quality assurance (QA) program.

**Scientific and Technical Support responsibilities shall include:**



- Assisting in planning, executing, and following up on meetings associated with activities of the EMMD Quality Assurance Managers (QAMs).
- Assisting with identifying opportunities for improvement in quality assurance activities and recommending solutions.
- Assisting EMMD QAMs with review of QA documentation, procedures, and policies.
- Assisting with the development of quality assurance standard operating procedures, training materials, QA summary reports, or other materials necessary to support the quality program.
- Assisting EMMD QAMs in the coordination, planning, and implementation of equipment calibrations, technical systems and audits of data quality, QA training, and distribution of QA


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documentation.

- Assisting the EMMD QAMs in conducting in-house lab equipment verifications at the Research Triangle Park facility, including (but not limited to) yearly weight and thermometer verifications for all the working weights and thermometers in the lab.
- Assisting EMMD QAMs with the distribution of research notebooks.
- Assisting the NERL Director of Quality Assurance (DQA) or other NERL Division QAMs with any of the above scientific and technical support responsibilities.

**Database and Records Management responsibilities for both administrative and scientific and technical support shall include:**

- Assisting EMMD QAMs in maintaining and updating laboratory supporting research equipment inventories.
- Providing support to establish, maintain, and update several QA information databases and systems. This may include shared drives, SharePoint sites, quality assurance databases, tracking spreadsheets, training records, QA websites, etc.
- Assisting NERL DQA or other NERL Division QAMs with any of the above database and records management responsibilities.

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

**Salary:** Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$21.27 for hours worked.

**Hours:** Full time.

**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 them and review their work.

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

**Travel:** Occasional overnight travel is not anticipated.

**Expected Start Date:** The position is full time and expected to begin July 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, 2019, followed by one (1) additional 12 month option period.

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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, toxicology, chemistry, bioinformatics, statistics, computational biology, math, physics, information science or a closely related field of study 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:







- Advanced proficiency with Microsoft Office applications including Excel, PowerPoint, and Word.
- Experience in administration support functions (i.e., recordkeeping, filing) and managing electronic and hardcopy records and/or databases.
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications.
- Strong organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines.

**Desired Knowledge, Skills, Work Experience, and Education**

It is desirable for the applicant to demonstrate:

- Experience with Microsoft Outlook, SharePoint, OneNote, and desktop publishing applications such as Visio.

**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).
- **Overall GPA:** 2.00
- **Discipline(s):**
  - **Chemistry and Materials Sciences** (12 )
  - **Computer, Information, and Data Sciences** (16 )
  - **Environmental and Marine Sciences** (1 )
  - **Life Health and Medical Sciences** (45 )
  - **Mathematics and Statistics** (10 )
  - **Physics** (16 )

**Affirmation**

I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in biology, toxicology, chemistry, bioinformatics, statistics, computational biology, math, physics, information science or a closely related field of study from an accredited university or college within the last 24 months; a

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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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