

Opportunity Title: EPA DC National Research Program Support

Opportunity Reference Code: EPA-SSP-0004-20

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0004-20

How to Apply **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 an EPA DC National Research Program Support position 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. Research is conducted in a broad range of environmental areas by scientists in EPA laboratories and at universities across the country.

This position is in the Immediate Office of the Assistant Administrator (IOAA), Office of Research and Development (ORD). ORD functions as the principle scientific and research arm of the Environmental Protection Agency (EPA). Within ORD, and operating as part of the IOAA; six National Research Programs (NRP) provide the vision and direction for ORD's scientific activities to provide the science needed by Agency partners to protect human health and the environment. The NRP staff is responsible for coordinating the research conducted by ORD and connect ORD researchers with Agency partners. The NRP staff is physically located in Washington, DC, Research Triangle Park, NC, and Cincinnati, OH. Currently, two of the six NRPs are managed from Washington, DC – the Chemical Safety for Sustainability (CSS) research program and the Safe and Sustainable Waters Research Program (SSWR).

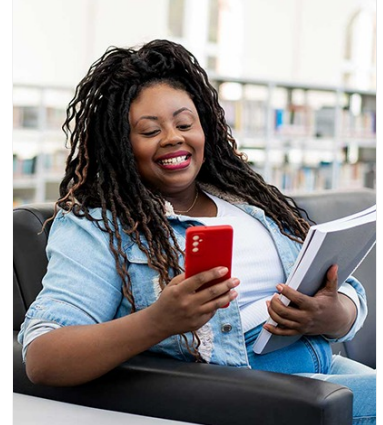
The selected candidate shall assist Washington, DC National Research Program staff with administrative functions required by the national programs, focusing on the operations of the CSS and SSWR programs. As the selected candidate may be required to assist ORD executive senior leadership, he/she must be mature and professional in their conduct. He/she shall also provide necessary support to other senior leadership in the ORD-IOAA as needed.

Administrative responsibilities shall include assisting in the following activities/functions:

- Assisting with the coordination of ORD's six National Research Programs, primarily the Chemical Safety for Sustainability Research Program and the Safe and Sustainable Waters Research Program.
- Assisting with the processing of incoming and outgoing controlled correspondence that requires coordination within and outside of the



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ORD-IOAA.

- 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 maintain a system to track projects in progress.
- Managing SharePoint sites and updating them 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 leadership as needed
- Assist with setup of meeting logistics and other various support functions. This may include medium to large meetings involving multiple National Research Program partners and stakeholders.

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 \$22.46 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 October 2018. The selected applicant will be temporary employee of ORAU working as a contractor to EPA. The initial contract period is through May 14, 2019. EPA may elect to renew the contract for an additional one 12-month optional period.

For more information, contact 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 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.

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Required Knowledge, Skills, Work Experience, and Education

Successful candidates shall possess:

- Working knowledge of environmental science and policy issues.
- Strong leadership, time management, and organizational skills, including demonstrated ability to think quickly and handle multiple assignments with competing deadlines. *
- 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.
- Strong written, oral and electronic communication skills.

*Note that leadership, time management, and organizational skills are the critical requirements for this position.

- 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):**
 - **Earth and Geosciences** ([21](#) )
 - **Environmental and Marine Sciences** ([14](#) )
 - **Other Non-Science & Engineering** ([1](#) )
 - **Social and Behavioral Sciences** ([1](#) )

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 of study 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.

ORAU is an Equal Opportunity Employer (**EOE AA M/F/Vet/Disability**); visit the [ORAU website](#) for required employment notices.