

Opportunity Title: Scientific Analytical Support at EPA

Opportunity Reference Code: EPA-SSP-0003-10

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 Scientific Analytical Support position with the Office of Research and Development at the EPA facility in Cincinnati, OH.

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 (OSIM), part of the Office of Research and Development (ORD) at the U.S. Environmental Protection Agency, oversees numerous scientific and science management information management systems and provides leadership with enterprise information & application management, and technology operations & support.

The selected candidate shall assist analysts in OSIM's Application Support Division (ASD) with the analytical, scientific, and administrative duties required to support and maintain a robust applications development and deployment program. There are three primary efforts and some general administrative work requiring support.

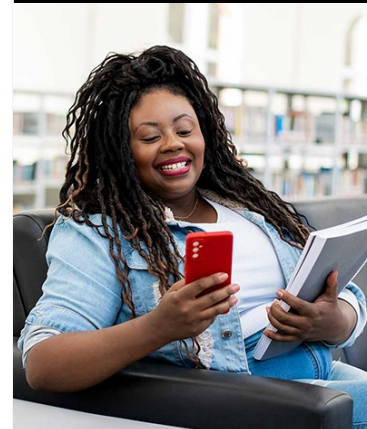
Application Inventory: The selected candidate shall assist with maintenance of a single, centralized data base containing metadata on all ORD software applications designed to serve as an ongoing resource for application developers in ORD, decrease redundancy, improve the quality of responses to data calls and improve compliance with agency IM/IT policies.

Application Inventory duties include:

- Evaluating the inventory's metadata (e.g., title, description, type of application, etc.) and identifying duplicate entries or need for updates;
- Contacting application owners obtaining clarifying information including the status of an application (e.g., terminated, in development, etc.);
- Interviewing application owners updating/creating metadata (e.g., title, description, type of application, etc.);
- Reviewing scientific documents and extracting relevant information for the inventory;
- Identifying applications that need to be retired/decommissioned and facilitating the decommissioning process (e.g., provide the standard operating procedure to the application owner and answer questions);
- Completing standard forms (e.g., security and privacy) as required by



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the evaluation process and posting forms to a shared location;

- Participating on ORD Application Team;
- Communicating information back to the application owner;
- Running reports based on criteria provided by an EPA employee; and
- Identifying and assessing new applications and working with application owners to add metadata to inventory.

Application Portfolio Management will include:

- Providing analytical assistance/research for ASD staff in the development and implementation of the Application layer of the ORD Architecture (e.g., provide links to agency resources regarding standard technologies);
- Reviewing Agency policy and procedures to assist in the review/evaluation of ORD's application portfolio to ensure compliance with Agency policy;
- Providing support to ASD analysts to ensure compliance with Federal and EPA privacy and security requirements for applications by reviewing requirements and comparing them with practice; and
- Assisting with the production of reports helping managers to understand spending on applications and understand how applications are being used, by whom, and how often.

SharePoint Online Office 365 Application/Site Development Support: The Agency has recently replaced the Lotus Notes Team Sites with SharePoint as a scientific collaboration tool. SharePoint has many built-in features that enable non-IT personnel to create sites and simple applications. Extensive on-line training is available.

SharePoint duties will include:

- Providing assistance to ASD in analyzing needs and developing SharePoint work, community and organizational site collections leveraging built-in SharePoint features including workflows, content types, lists, templates, Access services, Business connectivity Services (BCS), and others; and
- Maintaining SharePoint sites for several EPA user groups/Communities of Practice (e.g., R, Python, Developing and Deploying Environmental Software, ORD Geospatial Sciences User Group).

General Administrative Support duties will include:

- Maintaining records of meetings, correspondence, and action documents, and maintain a system to track projects in progress;
- Assisting with the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts;
- Assisting the staff in the development of oral presentations results and impacts using graphics and other interactive formats; and
- Assisting in developing summary analysis documents of results and impacts from innovation activities.

Location: This job will be located at EPA's facility in Cincinnati, OH.

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Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$28.79 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 December 2018. The selected applicant will be a temporary employee of ORAU working as a contractor to EPA. The initial project is through May 14, 2019, followed by one (1) additional 12-month optional period.

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 Master's Degree in a scientific field (e.g., Environmental Science, Environmental Policy, Chemistry, Biology, Public Health, Ecology, Math, Computer Science, etc.) 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 experience in the area of data manipulation/analysis using spreadsheets and/or databases. Experience using Excel is required.
- Advanced experience with Microsoft Office products;
- Experience in administration support functions (recordkeeping, filing, etc.), managing records (electronic and hardcopy), and managing databases;
- Strong proof reading, document research, and editing skills; and
- Demonstrated leadership skills, experience working in teams, and the ability to work independently.

Desired Expertise, Skills, Education, and/or Experience

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

- Experience using Access, SQL, or other types of spreadsheets/databases.
- Experience using R, SAS, or other types of statistical software.
- Experience working with SharePoint 2013, 2016, or Office 365 SharePoint Online.

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
 - **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](#) 👁)
 - **Mathematics and Statistics** ([10](#) 👁)
 - **Physics** ([16](#) 👁)

Affirmation I certify that I am at least 18 years of age; a recent graduate with at a minimum a Master's Degree in a scientific field (e.g., Environmental Science, Environmental Policy, Chemistry, Biology, Public Health, Ecology, Math, Computer Science, etc.) 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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