

**Opportunity Title:** Environmental Data Acquisition and Analysis Support at EPA

**Opportunity Reference Code:** EPA-SSP-0014-10

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

**Reference Code** EPA-SSP-0014-10

- How to Apply**
- Submit application and supporting documents by clicking on Apply Now button.
  - *For more information, contact [EPAjobs@orau.org](mailto:EPAjobs@orau.org).* Do not contact EPA directly.

**Description** The EPA Environmental Research and Business Support Program has an immediate opening for a part-time (30 hours per week) Environmental Data Acquisition and Analysis Support at EPA with the Office of Research and Development at the EPA facility in Corvallis, Oregon.

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 Health and Environmental Effects Research Laboratory (NHEERL) conducts systems-based, effects research needed to achieve sustainable health and wellbeing. Research encompasses both human and ecosystem health, in that they are inextricably linked. NHEERL has as one of its strategic goals to translate and communicate integrated environmental and health effects science to impact decisions positively at all levels. This research support research to enhance smaller community integrated economic, social and environmental characteristics to provide for long-term development and growth.

The selected candidate shall provide information and data acquisition and analysis support to the "Decision Integration for Strong Communities (DISC): A Community Sustainability Indicators and Tear Sheet Project". He/she shall conduct a combination of internet and literature searches and contacting of federal and state agencies and other organizations to obtain resource information (such as data sets, funding agencies) relevant to the DISC project. The selected candidate shall perform qualitative and quantitative analysis of the information as necessary. He/she will work with other members of DISC team to process this information and put it into a form where it can be put into a web application by IT staff. The selected candidate shall work according to an approved quality assurance plan and other documents and shall document their research activities. He/she will be a member of a multi-disciplinary research team and shall be trained to support the development, maintenance, and analysis of DISC. Membership of the team shall include participation in regular face-to-face meetings and conference calls and may involve travel to communities or other EPA locations.

**DISC information acquisition and analysis shall include:**

- Determining of possible resources based on internet searches, literature searches, discussions with team members and others;



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- Determining if resources are useful according to documented criteria;
- Entering resource information into a spreadsheet or other electronic form;
- Presenting the resource information to other DISC staff; and
- Transferring the information to DISC IT staff.

**Communications related responsibilities will include:**

- Participating as a member of a multi-disciplinary research team, and
- Interacting with other members of the development team as well as EPA scientists.

The selected candidate may be asked to present work performed at meetings with EPA scientists.

**Location:** This job will be located at EPA's facility in Corvallis, Oregon.

**Salary:** Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$17.70 for hours worked.

**Hours:** Part-time, 30 hours per week.

**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 the candidate's work. This position will involve work in an administrative setting and is not expected to involve exposure to hazardous elements.

**Travel:** Occasional overnight travel may be required.

**Expected Start Date:** The position is full-time and expected to begin in February 2019. 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. EPA may elect to renew the contract for an additional optional period of 4.5 months.

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**Qualifications Eligible applicants must:**

- Be at least 18 years of age **and**
- Have completed at least two years of college in management information systems, business information systems, marketing, geographic information systems, community planning, or related area dealing with access to, and evaluation of, digital information 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**

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Successful candidates shall have:

- Demonstrated education and/or experience in web information gathering;
- Working knowledge of excel spreadsheets, word documents, and other standard office software; and
- Strong written, oral and electronic communication skills.

**Eligibility  
Requirements**

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** Any degree .
- **Discipline(s):**
  - **Business** ([8](#))
  - **Communications and Graphics Design** ([1](#))
  - **Computer, Information, and Data Sciences** ([16](#))
  - **Earth and Geosciences** ([21](#))
  - **Environmental and Marine Sciences** ([14](#))
  - **Life Health and Medical Sciences** ([45](#))
  - **Other Non-Science & Engineering** ([5](#))
  - **Social and Behavioral Sciences** ([28](#))

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