

Opportunity Title: Science Technology Policy Council Support Associate at EPA

Opportunity Reference Code: EPA-SSP-0021-3R-01-10-19

Organization U.S. Environmental Protection Agency (EPA)

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How to Apply **Ready to send share your interest with EPA scientists?**

- Submit application and supporting documents by clicking on Apply Now button.
- Do not contact EPA directly.

Description **U.S. EPA Opportunity**

The U.S. Environmental Protection Agency's Environmental Research and Business Support Program has an immediate opening for a Science Technology Policy Council Support Associate with the Office of Research and Development at the EPA facility in Washington, DC.

What the EPA project is about

The U.S. EPA Office of Research and Development's (ORD) Office of the Science Advisor (OSA) provides leadership for cross-Agency science and science policy development and implementation to ensure the best possible use of science at the Agency to protect human health and the environment.

What you will be doing


OSA is in need of one team member to assist with the multiple functions of OSA by supporting various internal office initiatives/projects. Working alongside the OSA and the Science Technology Policy Staff, you will assist the team with the logistical, administrative and written duties required to support and maintain the robust research portfolio and communication outreach for this effort.


Required skills

- Experience relevant to the environmental and/or, human health fields;
- Good general knowledge of administrative procedures/practices;
- Strong analytical skills and experience in information technology; and
- Demonstrated experience using Microsoft Word, Excel, and PowerPoint.

Desired skills



- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications;
- Proficiency with Microsoft Office applications (i.e., Excel, Access, PowerPoint, Word, Outlook, SharePoint and


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- Project) and the internet;
- Experience in Adobe applications (i.e., Photoshop, Illustrator, InDesign, Acrobat and Flash);
 - Ability to handle pressure and multi-task in a fast-paced environment driven by deadlines and changing schedules;
 - Initiative to handle and complete tasks above and beyond the requirement;
 - Ability to exercise independent judgment to plan, prioritize, and organize diversified workload;
 - Interpersonal skills on a high level in order to handle sensitive and confidential information and situations. Position continually requires demonstrated poise, tact and diplomacy;
 - Experience in administration support functions (i.e. recordkeeping, filing) and managing records or databases; and
 - Excellent proofreading and editing skills.

How you will apply your skills

- Assisting with OSA staff in the general development and distribution of OSA products;
- Analyzing, synthesizing, and developing conclusions from scientific and technical data and information, and presenting findings to OSA management;
- Assisting in the development of scientific issue papers;
- Assisting with identifying and characterizing specific actions needed to be taken to implement Agency scientific policy, and characterizing anticipated outcomes and effects of those actions;
- Working with OSA staff on intra and inter-agency fora to draw on, coordinate, and communicate the expertise of scientists, engineers, and policy advisors;
- Working with OSA staff and across EPA to implement outreach products, to ensure that target audiences are identified and that feedback on the training efforts are obtained from the audiences;
- Writing, editing, and developing a wide variety of communication materials, including talking points, briefing materials, memorandums, technical letters, press releases, desk statements, etc., at the appropriate level for the intended audience/recipient including EPA staff and management, and the public;
- Attending meetings/conferences as appropriate, taking minutes of action items;
- Interacting professionally (e.g., in-person, e-mail, phone conversation) with all levels of Agency staff and management in addition to contractual staff and outside stakeholders; and
- Keeping OSA mentor informed at all times about projects, workload, meeting conflicts or changes, and challenges, as well as accomplishments and success encountered in all

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aspects of position.

Qualifications

- Be at least 18 years of age and
- Have earned a master's degree in a program or concentration of study in one of the following disciplines: Life or physical sciences, engineering or policy; 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.

Location: This job will be located at EPA's facility in Washington, D.C.

Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage of \$30.17 for hours worked.

Travel: No overnight travel is required.

Expected Start Date: The position is full time and expected to begin March 2019. The selected applicant will be temporary employees of ORAU working as a contractor to EPA. The initial project is through May 14, 2019, followed by up to one (1) 12-month optional period.

Working Conditions: You will be supervised by a mentor who will provide day-to-day direction, as well as coach, advise and counsel you, and review your work. The mentor for this position will be a federal EPA employee.

EPA ORD employees, their spouses, and children are not eligible to participate in this program.

Eligibility Requirements

- **Citizenship:** LPR or U.S. Citizen
- **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 )
 - **Communications and Graphics Design** (1 )
 - **Computer, Information, and Data Sciences** (16 )
 - **Engineering** (27 )
 - **Environmental and Marine Sciences** (13 )
 - **Life Health and Medical Sciences** (45 )
 - **Other Non-Science & Engineering** (5 )
 - **Physics** (16 )
 - **Social and Behavioral Sciences** (28 )

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Master's degree in a program or concentration of study in one of the following disciplines: Life or physical

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