

Opportunity Title: Scientific Administrative Support
Opportunity Reference Code: EPA-SSP-0024-8-061119

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.

Description The EPA Environmental Research and Business Support Program has an immediate opening for a full-time Scientific Administrative Support position with the EPA facility in Gulf Breeze, FL.

What the EPA project is about

EPA's National Health and Environmental Effects Research Laboratory (NHEERL) is the Agency's focal point for scientific research on the effects of contaminants and environmental stressors on human health and ecosystem integrity.

The Gulf Ecology Division (GED) is one of four ecology divisions supporting the strategic research mission of NHEERL. GED engages in research to develop innovative solutions for complex challenges to address EPA's most pressing needs in protecting human health and environment. GED conducts systems-based, effects research to advance the science toward achieving sustainable communities, health and well-being.


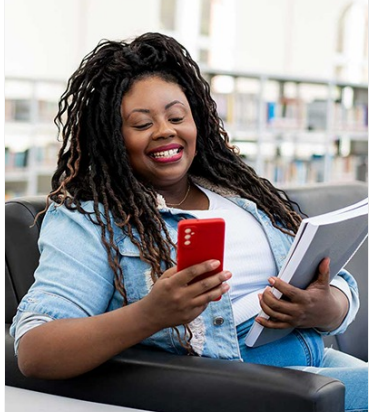
What you will be doing

As a team member, you will receive hands-on administrative/scientific experience in support of a variety of special assignments and projects. Duties include preparing PowerPoint presentations, literature and web searches, coordinating with staffing on schedules, and a variety of activities involving internal and external communications for the Community-Based Final Ecosystem Goods and Services Project and the Benefits from Remediation, Restoration, and Revitalization Research Area within the Sustainable and Healthy Communities (SHC) Research Program of EPA's Office of Research and Development.

Required Skills

Candidate should possess excellent written and oral communication skills as well as be highly organized and a self-starter, with project management skills. The ability to work in a team environment is essential.

- Academic coursework should include any science, preferably a mix of environmental sciences or sustainability-related curricula, with some communications background (e.g. journalism, communications, or English);
- Training and/or experience in MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Access, and EndNote X7;
- Experience compiling, organizing, and summarizing literature references; and

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- Experience developing graphics, tables and other products for scientific reports and manuscripts.

How you will apply your skills

- Receiving, monitoring, and coordinating incoming administrative support requests; determining from instructions and guidelines those that should be personally addressed;
- Developing, managing, and maintain systems and databases to track administrative and scientific research;
- Developing procedures to maintain current and accurate data; and utilizing automated systems to enter, search, edit and extract data and information;
- Providing information research in various sources for current information on a variety of topics associated with ecosystem services research;
- Developing PowerPoint presentations;
- Identifying scientific achievements and activities for communication to various audiences;
- Providing assistance in writing and editing science articles and other communications materials including fact sheets, blogs, and talking points;
- Providing assistance in supporting Web site development and maintenance by providing content and updates; and
- Providing assistance and coordination for SHC webinars that feature internal and external presentations for a broad audience of SHC participants.

Communications-related responsibilities shall include:

- Participating as a member of a multi-disciplinary research team;
- Interacting with EPA scientists; and
- Reporting regularly via email to inform team members of progress.

Location: This job will be located at EPA's facility in Gulf Breeze, FL.

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$20.95 for hours worked.

Hours: Full time

Travel: Occasional overnight travel may be required

Expected start date: The position is full and expected to begin July 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, 2020, with potential optional periods to follow.

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Working conditions: This position will involve work in an administrative setting.

Qualifications Be at least 18 years of age and

- A Bachelor's degree in biology, ecology, marine biology, zoology, chemistry, geography, social sciences, or a related field of study within the last 24 months, and
- Be a citizen of the United States of America or a Legal Permanent Resident.

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
 - **Degree:** Any degree received within the last 24 month(s).
 - **Overall GPA:** 2.00
 - **Discipline(s):**
 - **Chemistry and Materials Sciences** ([12](#))
 - **Communications and Graphics Design** ([1](#))
 - **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](#))

Affirmation I certify that I am at least 18 years of age; have a Bachelor's degree in biology, ecology, marine biology, zoology, chemistry, geography, social sciences, or a closely related field of study 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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