

**Opportunity Title:** Scientific Research Administrative Support

**Opportunity Reference Code:** EPA-SSP-0010-6-08-30-19

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

**Reference Code** EPA-SSP-0010-6-08-30-19

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

Submit application and supporting documents by clicking on Apply Now button.

**Questions:**

For more information, contact [EPAjobs@orau.org](mailto:EPAjobs@orau.org). Check our website at <https://www.orau.org/epa/>

**Description** U.S. EPA Opportunity

The EPA Environmental Research and Business Support Program has an immediate opening for a full-time Bachelor's level Scientific Research Administrative Support position with the EPA facility in Research Triangle Park, NC.

**What the EPA project is about**

The Office of Research and Development (ORD) functions as the principal scientific component of the U.S. Environmental Protection Agency (EPA).

This opportunity is located in ORD's National Exposure Research Laboratory (NERL), Computational Exposure Division (CED), which develops, evaluates and applies models and decision support tools to characterize fate and transport in environmental media and the resulting human and ecosystem exposures. CED is comprised approximately 62 Federal staff across four branches and an immediate office. CED staff are located in RTP, NC and Athens, GA.

The CED staff consists of atmospheric scientists, meteorologists, hydrologists, exposure scientists, toxicologists, computer scientists and programmers, statisticians and mathematicians. The Division is diverse in scientific expertise and workforce. Researchers within CED participate in all six of the ORD National Research Programs (Air and Energy; Chemical Safety for Sustainability; Homeland Security; Human Health Risk Assessment; Safe and Sustainable Water Resources; and Sustainable and Healthy Communities). CED is in need of scientific administrative and management support to assist in responses to NERL and the National Research Programs.

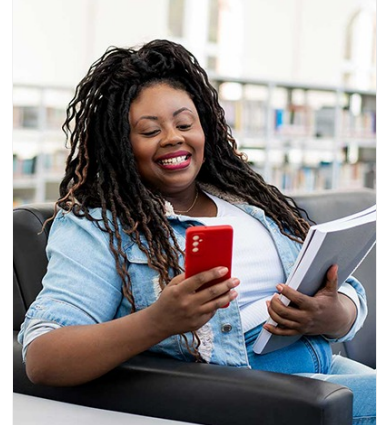
**What you will be doing**

As a team member, you will assist CED staff with the analytical and administrative duties required to support operations of a diverse environmental modeling research program. Such duties include, but are not limited to, the administrative, management, and communication of technical products emerging from CED research activities.

**Required skills**



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- Experience in planning, executing, and following up on meetings;
- Proficiency with Microsoft Office applications including Excel, PowerPoint, Word, and Outlook;
- Experience in developing and maintaining Excel spreadsheets;
- Experience in administration support functions (recordkeeping, filing, assembling briefing packages, etc) and managing records (electronic and hardcopy), and maintenance of databases;
- Strong leadership and organizational skills, including demonstrated ability to handle multiple assignments with competing deadlines
- Strong proof reading and editing skills;
- Strong written, oral and electronic communication skills; and
- Ability to work independently and proactively.

### **How you will apply your skills**

Responsibilities include:

- Assisting in planning, executing and following up on meetings associated with activities of the CED management and staff. This may include scientific meetings, operational and staff meetings, episodic conferences, etc.
- Identifying opportunities for improvement in CED operations and communications and recommend solutions;
- Providing support to CED staff using computer technology to improve communication across CED, NERL, ORD, and EPA. Developing proficiency in Microsoft (MS) Office products including MS Outlook, Word, Excel, PowerPoint, and SharePoint;
- Assisting in the development and compiling of research product and publication tables, spreadsheets, and analyses in response to action transmittals and CED needs;
- Collaborating with professionals in a scientific research environment;
- Providing support to maintain information databases and systems (e.g. using Drupal to update intranet web content);
- Assisting in responding to high priority requests of various nature that require short turnaround times and attention to detail;
- Working with CED senior management to gather information when required, perform a variety of analyses using computer programs, communicate results clearly to managers and staff, and follow up as necessary; and
- Becoming familiar with laboratory audio visual systems used for meetings and communication, and provide support as necessary to ensure seamless meeting operation, including virtual meetings (Adobe Connect) and seminars.

**Location:** This job will be located EPA's facility in Research Triangle Park, NC.

**Salary:** Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$21.59 for hours worked.

**Hours:** Full-time

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

**Expected start date:** The position is full time and expected to begin October 2019. The initial project is through May 14, 2020, with potential optional periods.

For more information, contact [EPAjobs@orau.org](mailto:EPAjobs@orau.org). Do not contact EPA directly.

- Qualifications**
- Be at least 18 years of age and
  - Have earned at least a bachelor's degree in environmental science or similar 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.

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
  - **Degree:** Bachelor's Degree or Master's Degree received within the last 24 month(s).
  - **Discipline(s):**
    - **Communications and Graphics Design** ([1](#) )
    - **Earth and Geosciences** ([21](#) )
    - **Environmental and Marine Sciences** ([14](#) )
    - **Life Health and Medical Sciences** ([45](#) )
    - **Other Non-Science & Engineering** ([8](#) )

**Affirmation** I certify that I am at least 18 years of age; have earned at least a Bachelor's degree in environmental science or similar field, 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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