

**Opportunity Title:** Science Advisor Communication Support

**Opportunity Reference Code:** EPA-SSP-0021-2-01-08-20

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

**Reference Code** EPA-SSP-0021-2-01-08-20

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

- Submit application and supporting documents by clicking on Apply Now button.
- *For more information, contact* EPAjobs@orau.org. Do not contact EPA directly.
- Check out our website at: <http://orau.org/epa/>

**Description** THIS POSITION HAS BEEN RESPOSTED. PLEASE SEE REFERENCE CODE: EPA-SSP-0021-2-02-18-20

The EPA National Student Services Contract has an immediate opening for a full-time Science Advisor Communication Support with the Office of Research and Development at the EPA facility in Washington, D.C.

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.


#### **What the EPA project is about**


The U.S. EPA Office of Research and Development's (ORD's) Office of the Science Advisor 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**

As a team member, you will assist OSA with supporting the work of various science for a and workgroups, providing the following type of support:


- Supporting science and policy focused for a and workgroups by preparing, reviewing and editing scientific documents, and assisting with meeting planning and logistics, including preparation of scientific meeting materials and creating PowerPoint presentations;
- Working with OSA staff and across EPA to implement communication materials and outreach products (MS Word documents, PowerPoint presentations and Excel files), ensuring that target audiences are identified and that feedback is documented. This may include creating one-


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page scientific summaries, developing longer pieces based on directed background research, and surveys and survey responses;

- Preparing graphics or images using industry standard software and approaches (e.g. digital photos, graphic files-Illustrator, Photoshop and InDesign). Electronic information, images, data and written information prepared under this Statement of Work will be the property of EPA; and
- Performing other tasks as required to accomplish project objectives.

#### **Required Knowledge, Skills, Work Experience, and Education**

- Demonstrated education and/or experience in both science and communications field;
- Demonstrated leadership skills and experience working in teams;
- Strong written, oral and electronic communication skills;
- Course work in writing, communications, or a related field is desirable;
- Experience with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook), desktop publishing;
- Experience with methods of effective science communication;
- Experience working in a fast-paced environment with minimal guidance; and
- Exceptional communication, interpersonal, and leadership skills.

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

**Hours:** Full time.

**Salary:** Hourly wage for hours worked at a rate of \$30.62 per hour.

**Employer:** Selected applicant will become a temporary employee of ORAU working as a contractor at EPA.

**Travel:** Travel is not required.

**Working Conditions:** The selected candidate will 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.

**Expected Start Date:** The position is full-time and expected to begin in February 2020. The initial project is through May 14, 2020 with potential optional periods.

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**Qualifications**

- Be at least 18 years of age **and**
- Have earned at least a Master's degree in Scientific 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:** Master's Degree or Doctoral Degree received within the last 24 months or anticipated to be received by 12/31/2019 11:59:00 PM.
- **Overall GPA:** 2.00
- **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 )
  - **Physics** (16 )

**Affirmation**

I certify that I am at least 18 years of age; a recent graduate with at least a Master's degree in Scientific field of study 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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