

Opportunity Title: Laboratory Technician

Opportunity Reference Code: EPA-SSP-0027-20-03-11-20

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.
- *For more information, contact* EPAjobs@orau.org. Do not contact EPA directly.
- Check out our website at: <http://orau.org/epa/>

Description The EPA National Student Services Contract has an immediate opening for a full time Laboratory Technician with the Office of Research and Development at the EPA facility in Cincinnati, OH.

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


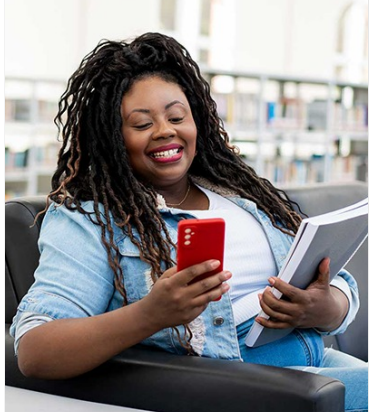
The National Exposure Research Laboratory (NERL), Office of Research and Development (ORD), Systems Exposure Division (SED) and Exposure Methods & Measurements Division (EMMD) are scientific organizations responsible for carrying out EPA's mission to protect human health and the environment by developing and applying innovations in exposure science.

What experience and skills will you gain?


As a team member, you will assist the SED/IO and EMMD/IO with the analytical and administrative duties required to fulfill its obligations to NERL, including administration, management, and communication of NERL's administrative and research programs.


How you will apply your skills


- Assisting researchers with sample and reagent (hereafter referred to a simply "sample") management. This may include:
 - Sample labeling and inventory.
 - Facilitating sample disposal by the Cincinnati Safety Health and Environmental Management (SHEM) staff.
 - Taking training for and management of the sample tracking system Freezerworks
 - Development of an SOP for the use of Freezerworks.
- Assisting with implementation of a Laboratory Information Management System(LIMS);
- Assisting Division quality assurance managers (QAMs) with review of QA documentation;
- Assisting in the development of quality assurance standard operating procedures, training materials, quarterly summary reports, or other

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- material necessary to support the quality program;
- Assisting Division QAMs in the coordination of equipment calibrations, technical systems and data quality audits, QA training, and distribution of QA documentation;
- Assisting on-site QAM in conducting in-house lab equipment verifications (e.g., yearly weight and thermometer verifications for all the working weights and thermometers in the lab) as well as maintaining and updating laboratory supporting research equipment inventories;
- Assisting on-site QAM with the distribution of research notebooks and other supplies;
- Providing support to establish, maintain and update a number of information databases and systems. This may include shared drives, SharePoint sites, quality assurance databases, and tracking spreadsheets, training, etc.;
- Assisting the mentor in interfacing with NERL senior management across the organization to gather information, 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.

Required Knowledge, Skills, Work Experience, and Education

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

Desired Knowledge, Skills, Work Experience, and Education

- Experience with Microsoft Outlook, SharePoint, OneNote and desktop publishing applications such as Publisher, is desired but not required; and
- Experience in administration support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases is desired but not required.

Location: This job will be located at EPA's facility in Cincinnati, OH.

Salary: Selected applicant will become temporary employee of ORAU and will receive an hourly wage of \$21.75 for hours worked.

Hours: Full-time

Travel: Occasional overnight travel may be required.

Expected start date: The position is full time and expected to begin May 2020. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The initial project is through May 14, 2020,

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with potential optional periods.

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- Qualifications**
- Be at least 18 years of age **and**
 - Have earned at least a Bachelor's degree in biology, microbiology, toxicology, chemistry, or a closely related field in a physical science discipline 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.

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
 - **Degree:** Bachelor's Degree, Master's Degree, or Doctoral Degree received within the last 24 months or anticipated to be received by 4/15/2020 12:00:00 AM.
 - **Overall GPA:** 2.00
 - **Discipline(s):**
 - **Chemistry and Materials Sciences** ([12](#))
 - **Environmental and Marine Sciences** ([1](#))
 - **Life Health and Medical Sciences** ([45](#))

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in biology, microbiology, toxicology, chemistry, or a closely related field in a physical science discipline 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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