Opportunity Title: EPA Information Technology Associate - Cincinnati
Opportunity Reference Code: EPA-SSP-0003-01A

Organization	U.S. Environmental Protection Agency (EPA)
Reference Code	EPA-SSP-0003-01A
Application Deadline	3/24/2015 12:46:00 PM Eastern Time Zone
Description	

The EPA Environmental Research and Business Support Program has an immediate opening for an Information Technology Associate with the Office of Research and Development at the EPA facility in Cincinnati, Ohio.

The Office of Research and Development (ORD) 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.

The Office of Science Information Management (OSIM) within ORD supports the scientific research-specific information management and information technology (IM/IT) needs of ORD researchers. The Program Management Services Division within OSIM is seeking an individual, at least 18 years of age who has completed a Bachelor degree, preferably in Information Technology or Information Management, to assist with the analytical and operational support duties required to support and maintain a robust IM/IT program.

The Associate will assist OSIM PMSD with a wide range of analytical and operational support duties, as required and include but are not limited to the following tasks:

Policy Support

· Assisting in the creation and maintenance of an ORD IM/IT policy intranet site to improve communication approaches that reach more customers.

· Supporting OSIM's Service Catalog and developing appropriate policy items, Standard Operating Procedures (SOP), guidance documents, delegation matrices, etc., covering all major OSIM official activities.

· Supporting OSIM's role in management of mobile devices for international travel. Such support will include review of travel database entries, weekly mobile device communication steps for new travelers, and an in-depth understanding of EPA's related policy and guidance to better support OSIM's customers.

Communication and Outreach Support

· Assisting compilation of information for data calls and staff weekly highlights; drafting and coordinating reviews of memorandums, action transmittals, and information transmittals using appropriate templates; preparing information needed for management approval; and revising as directed.

· Assisting in the logistics and coordination activities for briefings, meetings, workshops, and other collaborative efforts.

· Updating OSIM intranet sites using Drupal or other web management software.

· Assisting teams in developing oral presentations using graphics and other interactive formats.

· Assisting in developing summary analysis documents of results and impacts from assigned activities.

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· Completing all associated SharePoint training modules, and designing, constructing, and managing SharePoint sites for OSIM projects as needed.

Data Analysis and Reporting Support

· Researching, collecting, analyzing, summarizing data, and preparing reports and presentations in support of an information technology and information management line of business.

· Analyzing, cross-referencing, and synthesizing data from various information sources (e.g. spreadsheets, applications, databases, documents, websites) and preparing reports and presentations.

· Coordinating data collection activities including quality assurance, validation, analysis, spreadsheet development, and reporting.

· Assisting in maintaining the data integrity of areas such as OSIM's Working Capital Fund agreements or investment review results and preparing reports and ad hoc analyses in support of cost savings and management efficiency.

· Determining approaches and SOPs to collect and validate performance metrics.

· Assisting with ORD internal report preparation or external reporting such as those required by the Executive Office of the White House, Office of Management and Budget for Capital Planning and Investment Control (CPIC).

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

Salary: Selected applicant will become temporary employees of ORAU and will receive $20.19 per hour for hours worked.

Travel: Occasional overnight travel may be required.

Expected Start Date: The position is full-time and expected to begin in February 2015. The initial project is through November 19, 2015, and may be renewable up to 4 one-year optional periods.

For more information, contact EPAjobs@orau.org.

Qualifications   **Eligible applicants must:**

·   be at least 18 years of age and

·   have earned a recent (within the last 24 months) Bachelor's degree in Information Technology or Information Management or related discipline 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 received within the last 24 month(s).
- **Discipline(s):**
  - **Business** (1 👁)
  - **Computer, Information, and Data Sciences** (16 👁)
  - **Engineering** (1 👁)

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Affirmation   I certify that I am at least 18 years of age; a recent graduate with a Bachelor's degree in information technology/management, computer science or related discipline; a citizen of the United States of America or a Legal Permanent Resident; and not a current employee of EPA ORD or the spouse or child of an EPA ORD employee.