

Opportunity Title: Quality Assurance Support

Opportunity Reference Code: EPA-NSSC-0007-20NS

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-NSSC-0007-20NS

How to Apply **Click to Apply:** <https://careers-orau.icims.com/jobs/1034/quality-assurance-support/job>

Description The EPA National Student Services Contract has an immediate opening for a full time Quality Assurance Support position with the Office of Research and Development at the EPA facility in Research Triangle Park, NC.

Within ORD, the Center for Environmental Measurement & Modeling (CEMM) conducts research to advance EPA's ability to measure and model contaminants in the environment, including research to provide fundamental methods and models needed to implement environmental statutes. The methods and models developed by CEMM are typically applied at the airshed, watershed and ecosystem level. Within CEMM, the Air Methods and Characterization Division (AMCD) develops, evaluates and applies advanced laboratory and field methods to measure, characterize, and analyze concentrations of pollutants in the air and at a diverse array of emission sources.

What the EPA project is about

- Develop fundamental methods required to support the implementation of the Clean Air Act (CAA), including federal reference methods (FRMs) and federal equivalent methods (FEMs) to measure criteria pollutants that are required to determine compliance with National Ambient Air Quality Standards (NAAQS).
- Develop analytical methods for the collection and analysis of air toxics and related species to meet regulatory requirements and inform analyses of exposure and health effects.
- Develop, evaluate, and apply advanced monitoring technologies and methods to characterize and predict emissions from a variety of sources, provide solutions to manage air pollutant sources, and to minimize environmental impact.

What experience and skills will you gain?

As a team member you will assist the AMCD Quality Assurance Managers (QAMs) with the technical and administrative duties required to fulfill its obligations to CEMM, including scientific and technical support, database and records management, and communication of CEMM's research and quality assurance (QA) program.

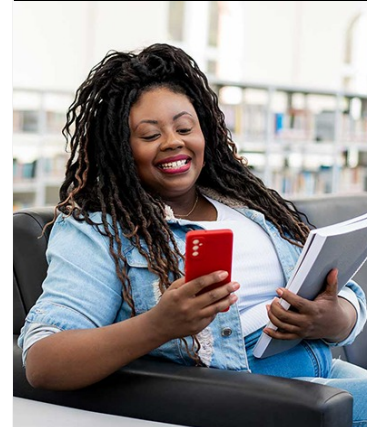
How you will apply your skills

Scientific and Technical Support responsibilities shall include:

- Assisting in planning, executing, and following up on meetings associated with activities of the AMCD Quality Assurance Managers (QAMs).



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- Assisting in identifying opportunities for improvement in quality assurance activities and recommending solutions.
- Assisting the AMCD QAMs with review of QA documentation, procedures, and policies.
- Assisting in the development of quality assurance standard operating procedures, training materials, QA summary reports, or other materials necessary to support the quality program.
- Assisting the AMCD QAMs in the coordination, planning, and implementation of equipment calibrations, technical systems and audits of data quality, QA training, and distribution of QA documentation.
- Assisting the AMCD QAMs in conducting in-house lab equipment verifications at the Research Triangle Park facility, including (but not limited to) yearly weight and thermometer verifications for all the working weights and thermometers in the lab.
- Assisting the AMCD QAMs with the distribution of research notebooks.
- Assisting the CEMM Director of Quality Assurance (DQA) or other CEMM Division QAMs with any of the above scientific and technical support responsibilities.

Database and Records Management responsibilities (for both administrative and scientific and technical support) shall include:

- Assisting the AMCD QAMs in maintaining and updating laboratory supporting research equipment inventories.
- Providing support to establish, maintain, and update several QA information databases and systems. This may include shared drives, SharePoint sites, quality assurance databases, tracking spreadsheets, training records, QA websites, etc.
- Assisting the CEMM DQA or other CEMM Division QAMs with any of the above database and records management responsibilities.

Required Knowledge, Skills, Work Experience, and Education

- Advanced proficiency with Microsoft Office applications including Excel, PowerPoint, and Word.
- Experience with Microsoft Outlook, SharePoint, OneNote, and desktop publishing applications such as Visio, is desired but not required.
- Experience in administration support functions (i.e., recordkeeping, filing) and managing electronic and hardcopy records and/or databases.
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications.
- Strong organizational skills, including demonstrated ability to handle

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multiple assignments with competing deadlines.

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 \$22.02 for hours worked.

Hours: Full-time






Travel: Occasional travel may be required.

Expected start date: The position is full time and expected to begin October 2020. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The initial project is through May 14, 2021, with up to 4 additional option periods.

For more information, contact 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 biology, toxicology, chemistry, bioinformatics, statistics, computational biology, math, physics, information science or a closely related 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).
 - **Overall GPA:** 2.00
 - **Discipline(s):**
 - **Chemistry and Materials Sciences** ([12](#) )
 - **Environmental and Marine Sciences** ([1](#) )
 - **Life Health and Medical Sciences** ([45](#) )
 - **Mathematics and Statistics** ([10](#) )
 - **Physics** ([16](#) )

Affirmation Click to Apply: <https://careers-orau.icims.com/jobs/1034/quality-assurance-support/job>

I certify that I am at least 18 years of age; a recent graduate with at least A Bachelor's degree in biology, toxicology, chemistry, bioinformatics, statistics, computational biology, math, physics, information science or a closely related 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

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or child of an EPA ORD employee.

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