

Opportunity Title: EPA Peer Review and Research Support Associate

Opportunity Reference Code: EPA-SSP-0013-01

Organization U.S. Environmental Protection Agency (EPA)

Reference Code EPA-SSP-0013-01

Description Background:

The EPA Environmental Research and Business Support Program has an immediate opening for a Peer Review and Research Support Associate with the Office of Research and Development at the EPA facility in Washington, D.C.

The Peer Review/Research Support Division (PR/RSD) of the National Center for Environmental Research (NCER), Office of Research and Development (ORD) at the U.S. Environmental Protection Agency (EPA) is seeking a student or recent college graduate to assist with administrative duties. The PR/RSD is responsible for the activities that support NCER's research programs and includes administrative and conference support, education, Senior Environmental Employment (SEE) coordination, human resources, training, travel, information systems and web management. The division provides administrative and programmatic support to address needs of the Center's peer review program and three science Divisions. In addition, the division directly supports the administrative needs of the technical staff, including compiling information for programmatic reviews, obtaining materials for program workshops, tracking reports and other information for active grants.

The team is seeking an individual, at least 18 years of age who has completed two or more years of college. The associate will assist the PR/RSD Division Director with administrative duties required to support and maintain a robust extramural research portfolio, including the administrative management of NCER's grant program.

Responsibilities will include:

- Analyzing and planning budgets related to the NCER grant research program
- Reviewing grant files for conformance
- Developing administrative procedures, including automating paper processes to electronic procedures
- Assisting with peer review meetings
- Word processing, creating/maintaining spreadsheets (Excel), assisting with information management (tracking), and providing other administrative support
- Maintaining computer files and documentation so that work products can be reviewed for accuracy

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

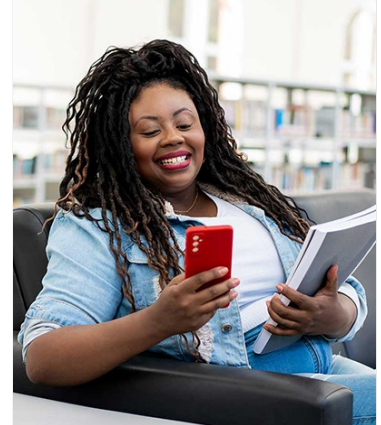
Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage of \$18.15 for hours worked.

Travel: Occasional overnight travel may be expected.

Expected Start Date: The position is full-time and expected to begin in



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May 2015. The initial project is through November 19, 2015, and may be renewable for an additional 4 years.

For more information, contact EPAjobs@orau.org.

Qualifications Eligible applicants must:

- Be at least 18 years of age **and**
- Have two years of college coursework in Business Administration, Computer Engineering or Science, Statistics, Communications, Environmental Sciences, Physical Sciences, Life Sciences, or a closely related 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.

EPA ORD employees, their spouses, and children are not eligible to participate in this program.

Required Knowledge, Skills, Work Experience, and Education




Successful candidates shall:

- Demonstrate leadership skills and have experience working in teams.
- Possess strong written, oral and electronic communication skills.

Desired Knowledge, Skills, Work Experience, and Education

It is desirable for candidates to have:

- Proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, and Outlook), desktop publishing, and the Internet
- Experience in administration support functions (i.e., recordkeeping, filing), budget analysis, managing records (electronic and hardcopy) or databases
- Strong communication skills (i.e., written, oral, presentation abilities), including effective multi-media technical communications.
- Strong interpersonal skills (i.e., effectively interacts with both senior level and administrative staff, gets along well with others)
- Attention to detail in reviewing and comparing data, budget information, or written documents.
- Excellent proof reading and editing skills.
- Experience in developing written standard procedures.
- Self-Motivation and a task driven attitude.

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| Eligibility Requirements | <ul style="list-style-type: none">• Citizenship: LPR or U.S. Citizen• Degree: Associate's Degree or Bachelor's Degree received within the last 24 month(s).• Discipline(s):<ul style="list-style-type: none">◦ Business (11 )◦ Chemistry and Materials Sciences (12 )◦ Communications and Graphics Design (6 ) |
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- **Computer, Information, and Data Sciences** ([16](#) 👁)
- **Earth and Geosciences** ([21](#) 👁)
- **Engineering** ([27](#) 👁)
- **Environmental and Marine Sciences** ([14](#) 👁)
- **Life Health and Medical Sciences** ([45](#) 👁)
- **Mathematics and Statistics** ([1](#) 👁)
- **Physics** ([16](#) 👁)

Affirmation I certify that I am at least 18 years of age; a recent graduate or current student with two years of coursework in Business Administration, Computer Engineering or Science, Statistics, Communications, Environmental Sciences, Physical Sciences, Life Sciences, or a closely related discipline; 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.

ORAU is an Equal Opportunity Employer (**EOE AA M/F/Vet/Disability**); visit the [ORAU website](#) for required employment notices.