

Opportunity Title: Human Resources Administrative Support
Opportunity Reference Code: EPA-NSSC-0001-12-11-17-2020

Organization U.S. Environmental Protection Agency (EPA)

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How to Apply [Click Here to Apply](#)

Description The EPA National Student Services Contract has an immediate opening for a full time Human Resources Administrative Support position with the Office of Research and Development at the EPA facility in Washington, DC.

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 Office of Resource Management (ORM) is the premier provider of administrative services that enable and support research within the EPA's Office of Research and Development (ORD). It is composed of five divisions with responsibility for extramural programs, budget execution, travel and human resources. This opportunity is located within the Human Capital Division (HCD) office of the director. The HCD Director is a senior civilian who oversees the operation of the HCD immediate office and two branches.



What experience and skills will you gain?

As a team member, you will assist the HCD Director and his team with the administrative duties required to support and maintain day-to-day program operations, including the administration, management, and logistics of government resources. This position will encompass both general/special projects for the Director as well as Human Resources support.

How you will apply your skills


General Administrative Support


- Developing, managing, and maintaining systems and databases to track administrative processes such as supplies, training, awards.
- Maintaining records of meetings, correspondence and documents
- Developing and maintaining document control systems for control of the location, arrangement, access, and use of electronic and paper files.
- Assisting in the maintenance, transfer, and disposition of records in accordance with established protocols.
- Assisting the Director with data entry, word-processing and development of presentations.
- Assisting with the logistics and coordination activities for briefings, meetings, workshops, video teleconferences and other collaborative

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efforts.

- Assisting in the creation and update of standard operating procedures for daily operations of the directorate.
- Assisting in coordinating the in-process and out-process of staff, visitors, and volunteers.
- Utilizing automated systems to enter, search, edit, and extract data and information.

Human Resources Support

- Logistics support required to establish and support Technical Qualification Board (TQB) Panels.
- Administrative support to facilitate the review of TQB application packages by the Panel.
- Developing request packages for ORD's Years of Service Awards for routing and approval to required Agency contacts.
- Supporting ORD's Honor Awards Program including conducting research to identify potential award materials, development of award certificates, review quality and accuracy of award materials and logistics support.
- Collecting, developing and updating materials for ORD websites related to Honor Awards.
- Supporting the cash and time off awards processes including development of forms, and data entry into award receipt logs.
- Assisting in developing and managing training requests using the Agency Business Automation Platform (BAP). Tracking training requests via a spreadsheet on a share drive.

Required Knowledge, Skills, Work Experience, and Education

- Advanced proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook).
- Experience in administrative support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases.
- Experience conducting internet research.
- Strong communication skills (i.e., written, oral, telephone etiquette) as evidenced by a writing sample.
- Strong time management and organizational skills, including experience handling multiple assignments with competing deadlines.
- Strong proofreading and editing skills.

Desired Knowledge, Skills, Work Experience, and Education

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- Experience involving the management of databases.
- Experience involving the operation of video teleconferencing equipment.
- Experience with desktop publishing software.
- Experience organizing, tracking and coordinating large amounts of electronic information.

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

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$23.26 for hours worked.

Hours: Full-time

Travel: Occasional travel may be required.

Expected start date: The position is full time and expected to begin December 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 potential optional 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 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 received within the last 24 month(s).
 - **Overall GPA:** 2.00
 - **Discipline(s):**
 - **Business** ([11](#))
 - **Chemistry and Materials Sciences** ([12](#))
 - **Communications and Graphics Design** ([6](#))
 - **Computer, Information, and Data Sciences** ([17](#))
 - **Earth and Geosciences** ([21](#))
 - **Engineering** ([27](#))
 - **Environmental and Marine Sciences** ([14](#))
 - **Life Health and Medical Sciences** ([46](#))
 - **Mathematics and Statistics** ([10](#))
 - **Other Non-Science & Engineering** ([13](#))
 - **Physics** ([16](#))
 - **Science & Engineering-related** ([1](#))
 - **Social and Behavioral Sciences** ([29](#))

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Affirmation Certification:

I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree 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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