

Opportunity Title: Science and Engineering Management Support

Opportunity Reference Code: EPA-NSSC-0008-36-10-3-23

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 Science and Engineering Management Support position 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.

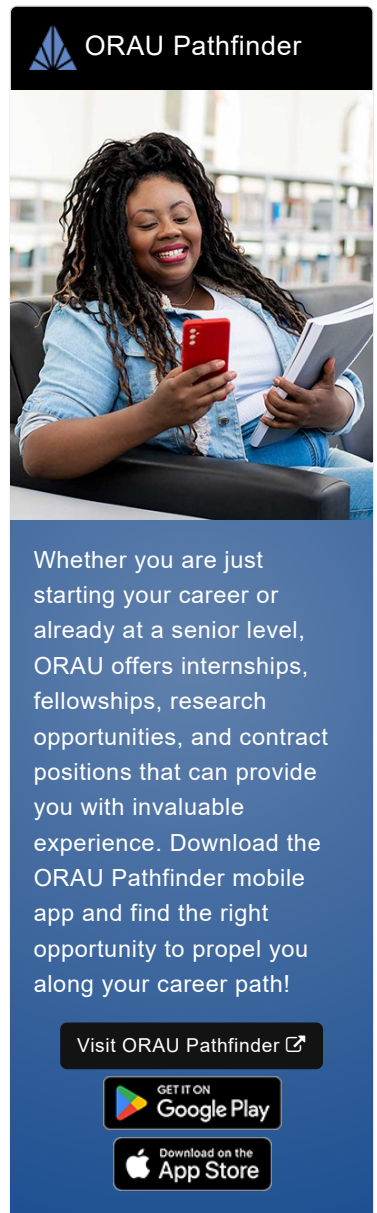
What the EPA project is about

The Water Infrastructure Division (WID), within EPA's Office of Research and Development, Center for Environmental Solutions and Emergency Response, conducts customer-driven research and support, providing scientific leadership on national-scale problems associated with water quality in the built infrastructure. These efforts focus on drinking water treatment plants, distribution systems, storage tanks, premise plumbing, wastewater collection systems and treatment plants, stormwater systems, green infrastructure and water reuse. WID specializes in providing technical information to small water systems who have unique capabilities and needs. The research conducted in WID supports the regulatory and non-regulatory scientific needs of EPA, water utilities, and state, local, territorial and tribal agencies in their implementation of the Safe Drinking Water Act and the Clean Water Act, and other legislative and policy mandates. High priority research in the division includes removal of emerging contaminants like PFAS and legacy contaminants like lead from drinking water and developing wastewater surveillance techniques for the early detection of COVID in wastewater.

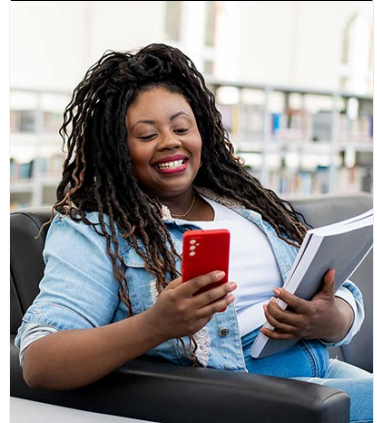
What experience and skills will you gain?

As a team member, you will assist EPA staff with the science and engineering management duties required to support and maintain day-to-day management of a productive high-profile science and research division. This position shall encompass research and development program management support for the division's immediate office. You will learn about managing a large, fast-paced interdisciplinary organization of more than 75 federal employees and 25 contractors, made up of biologists, chemists, engineers, and physical scientists. The team member's responsibilities will include:

- Supporting tracking of research deliverables within the division, including scientific research papers, models, software tools, databases, fact sheets and other products;
- Conducting simple data analytics on division research outputs, helping



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to understand and communicate the impact and benefits of our science and engineering research;

- Coordinating meetings and maintaining records and notes from research meetings on a variety of water infrastructure topics;
- Providing support for division's intellectual property and external technology sharing partnerships such as licensing agreements, Cooperative Research and Development Agreements (CRADAs), Nondisclosure Agreements (NDAs), and other agreements with external partners;
- Assisting with logistics and coordination activities for briefings, meetings, workshops, video teleconferences and other collaborative efforts;
- Assisting with internal communications activities, developing materials to inform managers and stakeholders within the Agency about new R&D developments within our division;
- Assisting with scientific presentations and papers, developing presentations, scientific figures and graphics, posters, fact sheets and other scientific materials; and
- Collecting, developing and updating materials for websites.

Required Knowledge, Skills, Work Experience, and Education

- Basic knowledge of scientific and/or engineering principles and practices;
- Advanced proficiency with Microsoft Office applications (i.e., Excel, PowerPoint, Word, Outlook);
- Strong communication skills (i.e., written, oral, online, telephone, social media etiquette);
- Strong time management and organizational skills, including experience handling multiple assignments with competing deadlines; and
- Experience working in a team environment.

Desired Knowledge, Skills, Work Experience, and Education

- Knowledge of Power BI and/or other data analytics tools;
- Experience involving the use, management, and/or development of databases;
- Experience organizing, tracking and coordinating large amounts of electronic information;
- Technical proofreading and editing skills; and
- Knowledge of water infrastructure systems.

Location: This job will be located EPA's facility in Cincinnati, Ohio

Salary: Selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$23.54 for hours worked.

Hours: Full-time.

Travel: Occasional travel may be required.

Expected start date: The position is full time and expected to begin January 2024. The selected applicant will become a temporary employee of ORAU working as a contractor to EPA. The

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contract renews each May through 2025.

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 a science, engineering, management or other 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 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** ([51](#))
 - **Mathematics and Statistics** ([11](#))
 - **Other Non-Science & Engineering** ([13](#))
 - **Physics** ([16](#))
 - **Science & Engineering-related** ([2](#))
 - **Social and Behavioral Sciences** ([30](#))

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in a science, engineering, management or other 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 or child of an EPA ORD employee.

Click [HERE](#) to Apply

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