

Opportunity Title: EPA Science Technology Policy Council Support Associate

Opportunity Reference Code: EPA-SSP-0021-3R

Organization U.S. Environmental Protection Agency (EPA)

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Description The EPA Environmental Research and Business Support Program has an immediate opening for an EPA Science Technology Policy Council Support Associate with the Office of Research and Development at the EPA facility in Washington, DC.

The U.S. EPA Office of Research and Development's (ORD's) Office of the Science Advisor (OSA) provides leadership for cross-Agency science and science policy development and implementation to ensure the best possible use of science at the Agency to protect human health and the environment. OSA is in need of one (1) individual to assist with the multiple functions of OSA by supporting various internal office initiatives/projects.

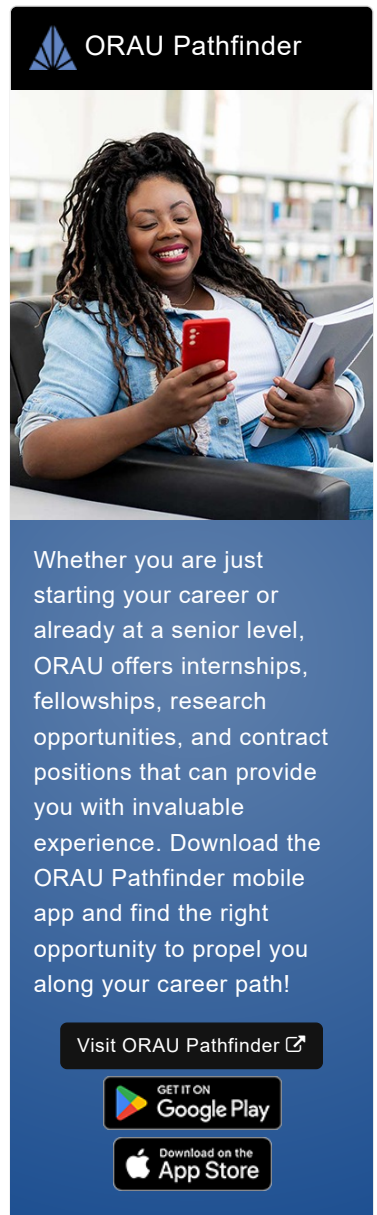
Within OSA, the Science Technology Policy Staff is seeking one individual to assist the team with the logistical, administrative and written duties required to support and maintain the robust research portfolio and communication outreach for this effort.

Responsibilities:

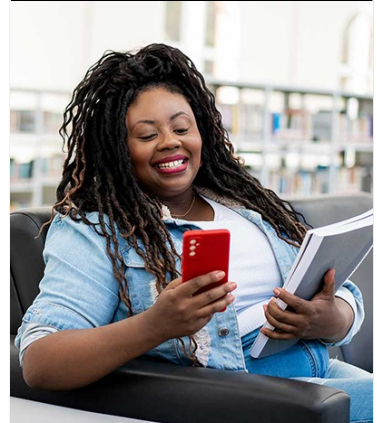
The selected applicant shall assist in the administration, management, and communication of OSA STPC program.

Specific duties will include:

- Assist with OSA staff in the general development and distribution of OSA products;
- Analyze, synthesize, and develop conclusions from scientific and technical data and information, and present findings to OSA management;
- Assist in the development of scientific issue papers;
- Assist with identifying and characterizing specific actions needed to be taken to implement Agency scientific policy, and characterize anticipated outcomes and effects of those actions;
- Work with OSA staff on intra and inter-agency fora to draw on, coordinate, and communicate the expertise of scientists, engineers, and policy advisors;
- Work with OSA staff and across EPA to implement outreach products, to ensure that target audiences are identified and that feedback on the training efforts are obtained from the audiences;
- Write, edit, and develop a wide variety of communication materials, including talking points, briefing materials, memorandums, technical letters, press releases, desk statements, etc., at the appropriate level for the intended audience/recipient including EPA staff and management, and the public;
- Attend meetings/conferences as appropriate, taking minutes of action items;
- Interact professionally (e.g., in-person, e-mail, phone conversation) with all levels of Agency staff and management in addition to contractual



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staff and outside stakeholders; and

- Keep OSA mentor informed at all times about projects, workload, meeting conflicts or changes, and challenges, as well as accomplishments and success encountered in all aspects of position.

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

Salary: Selected applicants will become temporary employees of ORAU and will receive an hourly wage of \$29.28 for hours worked.

Travel: No overnight travel is required.

Expected Start Date: The position is full time and expected to begin November 2016. The selected applicant will be temporary employees of ORAU working as a contractor to EPA. The initial project is through May 14, 2017, followed by up to three (3) 12-month optional periods.

For more information, contact EPAjobs@orau.org. Do not contact EPA directly.

Qualifications Eligible applicants must:

- Be at least 18 years of age and
- Have earned a master's degree in a program or concentration of study in one of the following disciplines: Life or physical sciences, engineering or policy; 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

The applicant shall possess:

- Experience relevant to the environmental and/or, human health fields;
- Good general knowledge of administrative procedures/practices;
- Strong analytical skills and experience in information technology; and
- Demonstrated experience using Microsoft Word, Excel, and PowerPoint.

Desired Expertise, Skills, Education, and/or Experience

It is desirable for the applicant to have:

- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications;
- Proficiency with Microsoft Office applications (i.e., Excel, Access, PowerPoint, Word, Outlook, SharePoint and Project) and the internet;
- Experience in Adobe applications (i.e., Photoshop, Illustrator, InDesign, Acrobat and Flash);

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- Ability to handle pressure and multi-task in a fast-paced environment driven by deadlines and changing schedules;
- Initiative to handle and complete tasks above and beyond the requirement;
- Ability to exercise independent judgment to plan, prioritize, and organize diversified workload;
- Interpersonal skills on a high level in order to handle sensitive and confidential information and situations. Position continually requires demonstrated poise, tact and diplomacy;
- Experience in administration support functions (i.e. recordkeeping, filing) and managing records or databases; and
- Excellent proofreading and editing skills.

How to apply

- Submit application and supporting documents by clicking on Apply Now button.
- *For more information, contact EPAjobs@orau.org.* Do not contact EPA directly.

Eligibility Requirements

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** Master's Degree or Doctoral Degree received within the last 24 month(s).
- **Overall GPA:** 2.00
- **Discipline(s):**
 - **Chemistry and Materials Sciences** ([12](#))
 - **Communications and Graphics Design** ([1](#))
 - **Earth and Geosciences** ([21](#))
 - **Engineering** ([27](#))
 - **Environmental and Marine Sciences** ([14](#))
 - **Life Health and Medical Sciences** ([45](#))
 - **Physics** ([16](#))
 - **Social and Behavioral Sciences** ([4](#))

Affirmation I certify that I am at least 18 years of age; a recent graduate with a master's degree in a program or concentration of study in one of the following disciplines: Life or physical sciences, engineering or policy; 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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