

Opportunity Title: Science and Policy Administrative Associate at EPA

Opportunity Reference Code: EPA-SSP-0004-1R-12-18-18

Organization U.S. Environmental Protection Agency (EPA)

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- 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.

Description The EPA Environmental Research and Business Support Program has an immediate opening for a Science and Policy Administrative Associate position with the Office of Research and Development at the EPA Research Triangle Park facility in Durham, North Carolina.

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 helps 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.

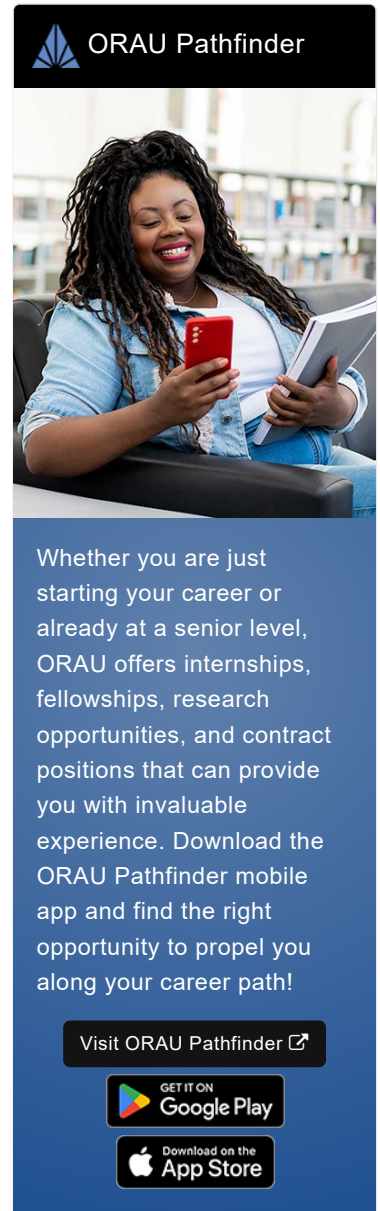
The Immediate Office of the Assistant Administrator (IOAA) within the Office of Research and Development (ORD) provides leadership for implementing and communicating ORD's research to a wide range of stakeholders. The Chemical Safety for Sustainability (CSS) National Program Director's (NPD) office within IOAA provides leadership on the strategic directions of ORD's CSS research program.

The CSS research program leads development of innovative science to support safe, sustainable design and use of chemicals and materials required to promote human and environmental health. CSS research program outputs enable the Agency to address impacts of existing chemicals and materials across the lifecycle as well as to anticipate impacts of new chemicals and emerging materials.

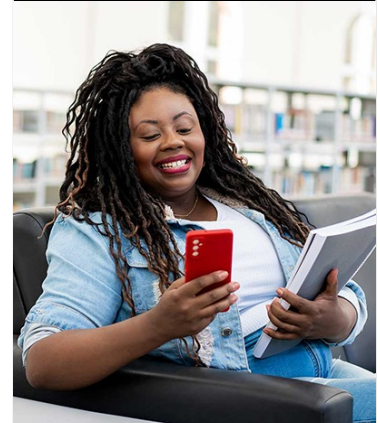
The selected candidate will assist the CSS NPD and Deputy NPD with the analytical and administrative duties required to support and maintain a robust research program, including the administration, management, and communication of ORD science.

Management and Administrative responsibilities will include:


- Researching and summarizing information relating to Agency activities supported by CSS research,
- Assisting with event and meeting planning and logistics, including providing assistance in preparing talking points for speakers, creating PowerPoint presentations and assisting room reservations and setup. This may include travel to meetings and conferences,
- Assisting in preparation and maintenance of electronic information (e.g., literature citations and summaries), formal communications materials (e.g., MS Word documents, PowerPoint presentations and Excel files) and images and video used in communications materials (e.g. digital photos, graphic files-Illustrator, Photoshop and InDesign, and video



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files),

- Maintaining records of meetings, correspondence, and action documents, and maintain a system to track projects in progress,
- Assisting in promoting and coordinating the use of web-based opportunities to foster collaboration among ORD scientists,
- Providing assistance with logistical support and planning for ORD sponsored trainings, workshops, scientific meetings, webinars, conferences and other events, and
- Performing other tasks as required to accomplish project objectives.

Communications-related responsibilities will include:

- Assisting the team in developing oral presentations using graphics and other interactive formats,
- Aiding in the creation, review and updates of ORD's online media sources including Internet, Intranet, blogs, Wikis, podcasts and social media (such as Twitter and/or Facebook), and
- Facilitating the appropriate communication and outreach in collaboration with communications staff, related to program activities including: creating one-page summaries, developing longer pieces based on directed background research, and assisting in the development of communication materials for wider audiences.

Location: This job will be located at EPA's Research Triangle Park facility in Durham, NC.

Salary: The selected applicant will become a temporary employee of ORAU and will receive an hourly wage of \$21.27 for hours worked.

Hours: Full-Time

Travel: Occasional overnight travel may be required.

Working Conditions: This position will involve work in an administrative setting and is not expected to involve exposure to hazardous elements.

Expected Start Date: The position is full time and expected to begin February 2019. The selected applicant will be a temporary employee of ORAU working as a contractor to EPA. The initial contract period is through May 14, 2019, followed by one (1) additional 12 month option period.

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Qualifications Eligible applicants must:

- Be at least 18 years of age and,
- Have earned at least a Bachelor's degree in a scientific or related field 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

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participate in this program.

Required Knowledge, Skills, Work Experience, and Education

Successful candidates shall possess:

- Coursework with at least one semester each of statistics and computer programming,
- Education and/or experience in both environmental science and policy,
- Leadership skills and experience working in teams, and
- Strong written, oral and electronic communication skills.

Desired Expertise, Skills, Education, and/or Experience

It is desirable for the applicant to have:

- Advanced proficiency with Microsoft Office applications, desktop publishing, and the social media tools,
- Experience in administration support functions (i.e., recordkeeping, filing) and managing records (electronic and hardcopy) or databases,
- Strong communication skills (i.e., written, oral, telephone etiquette, presentation abilities), including effective multi-media technical communications including remote conferencing, and
- Coursework in writing, communications.

- Eligibility Requirements**
- **Citizenship:** LPR or U.S. Citizen
 - **Degree:** Any degree received within the last 24 month(s).
 - **Discipline(s):**
 - **Chemistry and Materials Sciences** ([12](#))
 - **Communications and Graphics Design** ([1](#))
 - **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** ([10](#))
 - **Other Non-Science & Engineering** ([8](#))
 - **Social and Behavioral Sciences** ([28](#))

Affirmation I certify that I am at least 18 years of age; a recent graduate with at least a Bachelor's degree in a scientific or related field 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.

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