



STUDENT VOLUNTEER PROJECT ACADEMIC YEAR 2016/2017

The EPA Region III Student Volunteer Internship program (Volunteer Program) provides students with unpaid work experience that is related to their academic field of study. Volunteer opportunities offer exposure to various Federal careers and an enriched scientific and technical work experience. The Volunteer program is composed of specific projects and assignments for which students may apply.

ELIGIBILITY

- Applicants must be 18 years of age at time of application
- Be current students pursuing degrees or certificates from accredited college or university
- Obtain and maintain a GPA of at least 2.5 on a scale of 4.0 scale
- Able to provide a current transcript (official or unofficial)
- Able to provide proof of enrollment

DUTY STATION

U.S. Environmental Protection Agency, Region III (Environmental Science Center)
701 Mapes Rd
Ft. Meade, MD 20755

HOW TO APPLY

- Applications will be accepted July 19, 2016-August 2, 2016
- E-mail a current resume, current transcript (official or unofficial), proof of enrollment, and a brief letter of recommendation from a teacher or professor to R3_Student_Volunteers@epa.gov
- Indicate the preference order of up to three assignments. Your application will be deemed incomplete if you do not select three assignments of preference.

Division: EAID

Office: OASQA

Work Location: Environmental Science Center, Fort Meade, MD

Monitor: Cynthia Caporale

Assignment Name: Laboratory Data Assistant

Desired Qualifications/Skills/Coursework/Preferred Major:

Knowledge of Databases (report generation and data entry); Excel Spreadsheets to generate tables and graphs; SharePoint (use of existing pages); Good Writing Skills to assist with report writing. Any degree; Chemistry or Environmental Studies

Preferred Class Status: Undergraduate any year

Duration: *Flexible*

Time Commitment Anticipated: *Flexible; 10-20 hours preferred*

Work Description: EPA's Region III Laboratory is under the Office of Analytical Services and Quality Assurance. The incumbent would assist the OASQA Management in the generation of reports from the Office's data system and assist with preparation of communication tools (salients, tracking of accomplishments, summary reports, website content, SharePoint updates, etc.)

Division: Environmental Assessment and Innovation Division

Office: Immediate Office

Work Location: Fort Meade, MD

Monitor: Terry Simpson

Assignment Name: Region-wide Quality Assurance (QA) Tracking Database Using SharePoint

Desired Qualifications/Skills/Coursework/Preferred Major: Requires concentration, major or minor, or courses in a technical field or has significant spreadsheet and cloud-based system experience. The student should possess creative problem-solving abilities.

Preferred Class Status: Any Undergraduate Student

Duration: September 2016-March 2017

Time Commitment Anticipated: *10-15 hours a week*

Work Description: In a recent audit of Region 3's quality assurance (QA) program, the audit team reported that the Region lacked a mechanism by which to centrally track mandatory QA documents. Additionally, the report revealed that the Region was inconsistent in its implementation of a tracking system at the Division/Office level.

Region 3 recently learned that the Office of Environmental Information will be procuring and rolling out an EPA-wide QA tracking system; however, that initiative is still 1-3 years away.

Region 3 is in need of a student volunteer to develop a template that will track information about QA documents, when they are needed as well as when they are received, approved and expire. The assignment will also involve translating this template into a SharePoint site that will be accessible by Regional staff in the Philadelphia, Annapolis, Fort Meade and Wheeling offices. Additionally, the assignment will include soliciting each Division/Office for the data to input into the system and finally populating the system.

This project will fulfill a requirement to correct a finding in the recent audit of the QA program, as well as afford the volunteer an opportunity to be creative in the development of a spreadsheet-like template and data housing system. The student will interact with scientists and engineers to learn about their projects in the Region and the importance of credible and reliable data for project decision-making.

Division: Environmental Assessment and Innovation Division

Office: Laboratory Branch

Work Location: Fort Meade, MD

Monitor: Karen Costa

Assignment Name: OASQA Laboratory Branch

Desired Qualifications/Skills/Coursework/Preferred Major: At least in the third year of study in a science-related program with a strong emphasis in chemistry

Preferred Class Status: Any Undergraduate Student

Duration: September 2016-March 2017

Time Commitment Anticipated: TBD

Work Description: This position provides support for analytical and administrative projects to the OASQA Laboratory Branch located at Region III's Environmental Science Center in Ft. Meade, MD. In this position, you will:

- Work with various database systems to update and review data related to analyses, quality and purchasing
- Conduct research on areas of interest related to laboratory equipment, methods and contaminants of interest
- Review and update analytical methods and laboratory operating procedures.
- Work with various analysts and instrumentation to assist with sample throughput, implementation and the development of new capabilities.