



**Current as of March 11, 2016**

## **OPEN SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITIONS**

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### **Ann Arbor, MI**

#### **Administrative/Technical Support Specialist**

#### **Level III**

Senior Service America, Inc. is recruiting for an Administrative/Technical Support Specialist position in the Senior Environmental Employment (SEE) Program (55 years of age or older) to work at the US EPA Office in Ann Arbor, MI.

**Role and Responsibilities:** Providing administrative/clerical office support to EPA staff and executives, including:

- Handle phones, correspondence, and requests for information or data.
- Handle daily executive calendars and organizing and coordinating meetings involving executives, staff, stakeholders
- Arrange travel for executives and staff.
- Develop and prepare memos, agendas, mailings, and other materials, meeting notes.
- Create and maintain spreadsheets and databases, calendar, records and general files.
- Resolve administrative problems and inquiries.
- Prepare materials for HR, purchasing, facilities, travel, and related activities.

**Qualifications and Education Requirements:** Must be able to pass a Federal Background check; Age 55+; High School graduate with a minimum of 5 years related experience in the Administrative/Office environment; knowledge of office procedures and equipment; highly skilled in Microsoft Word, Excel, PowerPoint, Access and Outlook; must possess strong time management, critical thinking and organizational skills; have excellent oral and written communication; be well organized and detail oriented.

**Hours & Compensation:** Full-Time position working 40 hours per week @ \$21,424 per year (\$10.30 per hour), plus benefits including employer paid health insurance and generous vacation/sick/holiday leave.

**To Apply** - E-mail resume to: [seepmi@ssa-i.org](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Admin/Tech Support Specialist*.

#### **Tester**

#### **Level III**

Senior Service America, Inc. has an open position in the Senior Environmental Employment (SEE) Program (55 or older) to work at the EPA Facility in Ann Arbor, MI.

**Responsibilities:** Supports the U.S. EPA, Office of Transportation and Air Quality (OTAQ) at the National Vehicle and Fuel Emissions Laboratory (NVFEL) in its emissions testing activities, by:

- Developing the schedule for daily testing with technical staff in laboratory.
- Performing emission and fuel economy testing on light duty gasoline and diesel engines and light duty vehicles.
- Driving light duty vehicles on a dynamometer.
- Pre and post weighing of particulate matter filters per CFR requirements.
- Maintaining supply of Filter Room consumables.

- Maintaining inventory of stabilized weighed particulate matter filters for use by lab personnel.
- Scheduling test articles for testing using laboratory computer programs.
- Troubleshooting and repairing test articles.

**Qualifications:** Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; High School graduate or equivalent; conversant in basic computer operation; requires ability to follow documented work instructions for operation of laboratory test equipment; must possess and be able to apply knowledge of equipment operating theories and basic engineering principles; ability to lift up to 50 pounds; must pass driving test; honest and dependable with a good work ethic.

**Hours & Compensation:** Full-Time position working 40 hours per week @ \$21,425 per year (\$10.30 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

**To Apply:** E-mail resume to [seepmi@ssa-i.org](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Tester*.

### **Financial Support Specialist**

### **Level III**

Senior Service America, Inc. has a Financial Support Specialist Position open at the United States Environmental Protection Agency (EPA) facility in Ann Arbor, MI.

**Role and Responsibilities:** Performing financial functions for the TATD immediate Office including:

- Preparation of weekly financial and status of funds accrual reports
- Clear aged open commitments and obligations for residual balances
- Create workaround procedures when standard procedures have failed and ensure financial accounting issues are resolved in timely manner
- Track and manage resolution of more complex financial issues escalating or seeking assistance as needed
- Analyze data from a wide variety of internal and external sources for the purposes of complying with financial, legal and/or administrative requirements in accordance with division policies and procedures

**Qualifications and Education Requirements:** Must be able to pass a Federal Background check; Age 55+, legally eligible to work in the United States; BA/BS in Accounting, Finance, or related field; Minimum of 5-10 yrs. related experience in accounting; ability to work effectively and professionally with coworkers; computer proficient in MS Office applications.

**Hours & Compensation:** Full-Time position working 40 hours per week @ \$21,424 per year (\$10.30 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

**To Apply:** E-mail resume to [seepmi@ssa-i.org](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Financial Support Specialist*.

### **Program Analyst**

### **Level IV**

Senior Service America, Inc. has a Program Analyst position in the Senior Environmental Employment (SEE) Program to work at the US EPA Facility in Ann Arbor, MI.

**Role and Responsibilities:** This position is located in the Diesel Engine Compliance Center (DECC) of the Compliance Division (CD) within the Environmental Protection Agency's Office of Transportation and Air Quality.

- General Duties and Responsibilities - Analyzing, processing, and auditing manufacturer submitted compliance data in relation to EPA emissions requirements; Participating in the resolution of technical and engineering issues produced by processing of data submissions by researching problems, outlining alternatives, and recommending technical solutions.
- Tracking Reporting Rates by Manufacturer - Compiles and maintains lists of engine and/or equipment manufacturers that have obligations for the purpose of periodically reporting specific compliance data to EPA and cross-checking those lists against reports received to ensure required reports have been received.
- Upload Reports - Locate report submittals and utilize database scripts to import data into the appropriate data systems for subsequent analysis and occasionally conduct data queries.

- Analyze Data for Regulatory Compliance - Conduct reviews of data submitted by manufacturers to ensure compliance with associated regulatory requirements identifying instances of noncompliance for DECC resolution; Periodically, produce trend or overview reports on the various compliance reporting programs; Reviews the compliance data system requirements and comments on planned revisions and enhancements.
- Provides Assistance To Manufacturers - Assists manufacturers to resolve problems that may occur when submitting data to EPA; Interacts with manufacturers concerning broad regulatory compliance reporting matters; Must be aware of and be knowledgeable of current and proposed regulations in order to accurately respond to inquiries; Supports the DECC staff in responding to general, technical and regulatory questions from the public and other branches of government, including "Freedom of Information Act" requests.

**Qualifications and Education Requirements:** Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; possess a Bachelor's Degree in Engineering, Physical Science or law; have a minimum of 10 years' experience in data and/or regulatory analysis; must be capable of preparing written technical communications of a professional quality; possess good communication (oral and written) skills; computer literate with knowledge and experience with database use; proficient in Microsoft Office Suite including, Word, Excel, Power Point and Access; knowledge of diesel engines a plus.

**Hours & Compensation:** Full-Time position working 40 hours per week @ \$26,457 year (\$12.72 per hour), plus benefits including employer paid health insurance and generous vacation/sick/holiday leave.

**To Apply:** E-mail resume to: [seepmi@ssa-i.org](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Program Analyst*.

### **Data Analysis Engineer**

### **Level IV**

Senior Service America, Inc. is recruiting for a Data Analysis Engineer position in the Senior Environmental Employment (SEE) Program (55 or older) to work at the EPA Facility in Ann Arbor, MI.

**Role and Responsibilities:** Provides support to the Environmental Protection Agency's Office of Transportation and Air Quality (OTAQ), Testing and Advanced Technology Division (TATD).

- Assisting laboratory engineers with the development of data analysis methods, for analyzing large amounts of laboratory data efficiently
- Developing graphical materials for conveying the results in a clear understandable fashion to other engineers
- Assisting with the engineering, planning, and configuration of data acquisition systems for new testing projects
- Assisting engineers and technologists with the storage and management of test articles and test equipment, for improved utilization of laboratory space
- Assisting with the development of a more efficient plan for test equipment obsolescence and disposition
- Providing clear, concise and timely communication to team members

**Qualifications and Education Requirements:** Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; possession of a Bachelor's Degree in Engineering or Science/Mathematics discipline; ideal candidate will be self-starter, with initiative, computer literate with knowledge and experience with data analysis software and methods, with strong interpersonal and communication skills.

**Hours & Compensation:** Full-Time position working 40 hours per week @ \$26,457 year (\$12.72 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

**To Apply:** E-mail resume to: [seepmi@ssa-i.org](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Data Analysis Engineer*.

## **Computer Systems Engineer**

## **Level IV**

Senior Service America, Inc. is recruiting for a Computer Systems Engineer position in the Senior Environmental Employment (SEE) Program (55 or older) to work at the US EPA Laboratory in Ann Arbor, MI.

**Role and Responsibilities:** This position will assist the Information Management Center (IMC) in the Testing and Advanced Technology Division (TATD) at the National Vehicle and Fuel Emissions Laboratory (NVFEL) by performing the following functions:

- Supporting computer system hardware, software, data acquisition systems and operation
- Performing systems monitoring
- Providing assistance with system projects
- Developing and/or updating system documentation

**Qualifications and Education Requirements:** Must be able to pass a Federal Background check; Age 55+; BA/BS , preferably with a major or minor in Computer Science Engineering, Mathematics or Physical Sciences; 5 years of related experience in computer science; previous training in Systems Administration, DBA, Software development, IT project management and/or implementation; Proficient in MS Office products.

**Hours & Compensation:** F/T 40 hours a week @ \$26,457 per year (\$12.72 per hour), plus benefits and paid vacation/sick/holiday leave.

**To Apply:** E-mail resume to [seepmi@ssa-i.org](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Computer Systems Engineer*.

## **New York, NY**

## **Administrative Assistant**

## **Level III**

Senior Service America, Inc. is recruiting for an Administrative Assistant position within the Senior Environmental Employment (SEE) Program which provides support to the United States Environmental Protection Agency (EPA).

**Role and Responsibilities:** Provide general administrative support to the Lead Program.

- Office Administration (calls, document tracking, courier, etc.)
- ICIS Inspection data entry
- Correspondence review, generation, management
- Filing/Database entry
- Financial tracking
- Other duties as assigned

**Qualifications and Education Requirements:** HS/GED; 2 years working experience in administrative field. Preferred Skills – communication and customer service skills, driver's license, skilled in Microsoft Office Suite and other computer applications and operating systems, initiative oriented and a team player.

**Hours & Compensation:** Full-Time position working 40 hours per week, pay begins at \$21,424.00 year (\$10.30 per hour), employer paid health insurance and generous vacation/sick/holiday leave.

**To Apply:** E-mail resume to: [seep\\_resumesmd@ssa-i.org](mailto:seep_resumesmd@ssa-i.org). Subject Line of email: Please type *Administrative Assistant*.