Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Management Support Specialist (Human Resources Liaison)
National Museum of Asian Art
Freer Gallery of Art and Arthur M Sackler Gallery

Announcement Number SI-20-0102

OPEN DATE: January 27, 2020
CLOSING DATE: February 10, 2020
PAY BAND: IS-0301-11
SALARY: $72,750 - $80,027 (Commensurate with experience)
APPOINTMENT TYPE: Indefinite
SCHEDULE: Full-Time
DUTY LOCATION: Washington, DC

Who may be considered for employment: All qualified candidates eligible for employment in the United States. The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process, please call 202-633-6409 (TTY).

The Smithsonian Institution is an Equal Opportunity Employer. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs.

KEY REQUIREMENTS
• Pass Pre-employment Background Check and Subsequent Background Investigation
• Complete a 1-year Probationary Period
• Maintain a Bank Account for Direct Deposit/Electronic Transfer
• Males born after 12/31/59 must be registered with Selective Service
• U.S. employment eligible

SUMMARY:
The Freer Gallery of Art and Arthur M. Sackler Gallery, the Smithsonian’s National Museum of Asian Art, seeks an experienced Management Support Specialist/Human Resources Liaison to be a major contributor in the areas of human resources administration, including action development and processing, as well as general administrative activities and budget and finance support.

Located on the National Mall in Washington, DC, the Freer Gallery of Art and Arthur M. Sackler Gallery, the Smithsonian’s National Museum of Asian Art, are committed to preserving, exhibiting, and interpreting exemplary works of art. The Freer and Sackler house exceptional collections of Asian art, with more than 42,000 objects dating from the Neolithic period to today. Renowned and iconic objects originate from China, Japan, Korea, South and Southeast Asia, the ancient Near East, and the Islamic world. The Freer Gallery also holds a significant group of American works of art largely dating to the late nineteenth century. It boasts the world’s largest collection of diverse works by James McNeill Whistler, including the famed Peacock Room. Visit us at asia.si.edu.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:
Under the supervision of the Chief Administrative Officer of the museum, the HR Support Specialist will:
• Coordinate all aspects of human resources activities between the museum departments and the Smithsonian Institution’s (SI), Office of Human Resources (OHR).
• Assist museum department supervisors, management, and leadership in the creation and processing of human resources actions.
• Assists museum hiring managers and department heads in writing position descriptions, requisitions, reclassifications, performance plans, and awards, among other human resources documents, and in the interpretation of SI OHR policies and procedures.
• Works with employees as a front-line resource in responding to employee inquiries regarding all aspects of SI human resources, including benefits, pay, leave, and performance management.
• Serves as HR liaison for the museum to the SI Office of Human Resources.
• Organizes employee recognition events.
• Maintains logs and tracking systems of staff training and HR actions.
• Responsible for HR and payroll reporting and for recording payroll actuals into unit tracking system.
• Serves as primary backup for budget and finance actions including budget development, forecasting, spending plans and execution, transactions, financial reports and audits.
• Other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS:
Bachelor’s degree and a minimum 5 or more years of relevant experience including at least 3 years’ experience in human resources administration, organizational analysis, non-profit, and budget formulation and execution.

• Knowledge of administrative and personnel principles, processes, guidelines and procedures in order to perform a wide range of human resource management duties.
• Knowledge of procurement policies and procedures.
• Knowledge of management principles, organizational theory, and established techniques of analysis and evaluation.
• Knowledge and understanding of HR management processes, including drafting justifications, position descriptions, award justifications, ads, procedural guidance, and rating criteria.
• Ability to explain procedures, policies, and alternatives, and to obtain information about operations and needs.
• Ability to coordinate personnel activities within the museum and/or with Office of Human Resources.
• Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Access) as well as HR and financial systems and software programs.
• Skill in oral and written communication to prepare and present presentations, and to effectively communicate with a variety of individuals and provide time-sensitive information in a clear and concise manner.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

The Smithsonian Institution, the world’s largest museum and research organization, was established in 1846 with a bequest from English Scientist James Smithson. The Institution currently encompasses 19 museums and galleries, the National Zoo and 9 research centers. The Smithsonian has facilities in 7 states, the District of Columbia and the Republic of Panama supporting over 6,200 employees.
The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

**To Apply:**

<table>
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<tr>
<th>Please forward a resume, salary requirements, cover letter to:</th>
<th><a href="mailto:SICareers@si.edu">SICareers@si.edu</a></th>
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<tr>
<td>Applicants not meeting the mandatory and minimum requirements will not be considered.</td>
<td>Please include the position title in the subject line.</td>
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Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. **What to expect next:** After a review of applicants is complete, qualified candidates’ résumés will be referred to the hiring manager.

Relocation expenses are not paid.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

The Smithsonian offers a number of exceptional benefits to its employees who qualify. Benefit programs include:

- Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care)

The attached Applicant Survey Form should be completed by all candidates, except Smithsonian Institution employees, and returned with application materials. This form is for gathering statistical information and will not be a part of the application.
The Applicant Survey Form is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution’s search and recruitment efforts. Please print all responses. The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses will have no effect on your consideration.

Vacancy Announcement Number SI-21-0101

| First Name | | | | | | |
| Last Name | | | | | | |

Year of Birth: 19____
Gender: Male ____  Female____

How did you learn about this position? Mark all sources that apply.

1. Mass media (magazines, newspaper, radio, television, poster, telephone job line)
2. Individual (friend, relative, Smithsonian employee, school or college counselor or official)
3. Information technology (Internet, World Wide Web, or SI Web site)
4. Association or organization (professional, community, religious)
5. Other (please indicate)

Self-identification by category: (Circle your responses.)

**Ethnicity:** Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Yes  No

**Race:** (Mark all that apply.)

1. **American Indian or Alaska Native**
   A person having origin in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
   Tribal Affiliation: ____________________________

2. **Asian**
   A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.

3. **Black or African American**
   A person having origins in any of the black racial groups of Africa.

4. **White**
   A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

5. **Native Hawaiian or Other Pacific Islander**
   A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

Do you have any physical disabilities?  Yes  No

If yes, do you have a targeted disability? (Mark only one.)

| 1 | Deaf | 4 | Partial paralysis | 7 | Mental retardation |
| 2 | Blind | 5 | Complete paralysis | 8 | Mental or emotional illness |
| 3 | Missing extremities | 6 | Convulsive disorder | 9 | Severe distortion of limbs and/or spine |