Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Human Resources Assistant
Announcement Number: SE-24-0126
Number of Vacancies: One

OPEN DATE: March 7, 2024
CLOSING DATE: March 21, 2024
PAY BAND: G
SALARY RANGE: $55,000 – $60,000 (Commensurate with Experience)
POSITION TYPE: Trust Fund
APPOINTMENT TYPE: Temporary (2 Year Appointment)
SCHEDULE: Full time
DUTY LOCATION: Washington, DC

Position Sensitivity and Risk: Non-sensitive (NS)/Low Risk
Open to all qualified applicants

What are Trust Fund Positions?
Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program and may 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).

CONDITIONS OF EMPLOYMENT
• Pass Pre-employment Background Check and Subsequent Background Investigation
• Complete a Probationary Period
• Maintain a Bank Account for Direct Deposit/Electronic Transfer.
• The position is open to all candidates eligible to work in the United States. Proof of eligibility to work in the U.S. is not required to apply.

OVERVIEW
This position is responsible for assisting with providing HR support to the Guest Services Group at the National Zoological Park, including but not limited to developing recruitment, sourcing, screening, and providing qualified candidates to the hiring manager. Additionally, this position will provide human resource support to the Smithsonian Enterprises (SE) Human Resources team, employees and supervisors. The incumbent will assist with new hire orientation, employee personnel files, recruitment and special projects.
DUTIES AND RESPONSIBILITIES

**Guest Services**
- Partner with Sr. HR Coordinator to conduct recruitment efforts for entry-level positions, and seasonal/temporary employees for Guest Services.
- Serve as point of contact to manage and address Guest Services recruitment needs at the National Zoological Park.
- Makes job offers and assists coordinating processes for candidates to go through the required pre- and post-appointment background process with the Smithsonian Office of Personnel Security.
- Performs tasks associated with Guest Services to include issuance of timecards and preparing paperwork for all new hires.
- Responsible for verifying eligibility to work through the E-Verify system.

**Recruitment Support**
- Prepare orientation materials, including new hire paperwork.
- Assist with creating new hire Personnel Action Forms (PAF), issue new/replacement timecards as needed for other SE Staff.
- Facilitate security background process, including preparation of required security paperwork.
- Issue ID badge replacement/renewal paperwork.
- Assist Recruiting Manager & Sr. HR Coordinator with verifying employee eligibility through E-verify.
- Assist as secondary point of contact for inquiries into status of background process.
- Assists with New Hire Orientation facilitation, as needed.

**HRIS Support**
- Assist in processing personnel actions in electronic personnel file system (eOPF) and handles general maintenance and upkeep of personnel files.
- Assist with archival of various files.

**Employee Records**
- Assists with maintenance of I-9 forms, including audits, general review, and upkeep.
- Create and maintain files for new hires.
- Regularly update files for terminated and retired employees.

**General Support**
- Performs administrative duties including but not limited to photocopying, typing, filing, answering phones, answering routine HR questions and requests.
- Works or assists on special projects as determined by the needs of the business.

QUALIFICATION REQUIREMENTS

**Education and Experience:** To qualify for this position, applicants must possess a High School Diploma or General Education Diploma (GED) and at least 2-4 years of related experience (described below); or an equivalent combination of education and experience.

**Experience required for this position is as follows:**
- 2 - 4 years of experience in an administrative HR support role.
- Familiar with local, state and federal employment laws and regulations.
- Must have excellent customer service, working with a diverse staff.
- Excellent organizational skills and strong attention to detail. Ability to multi-task.
- Excellent written and communication skills, with the ability to communicate effectively and tactfully with a broad range of individuals within the organization.
- Ability to work independently and self-manage projects, as well as execute on complex instructions, while at the same time using good judgement in knowing when to ask for guidance.
- Proficient with Microsoft Office (Word, Excel, and PowerPoint) and experience with HRIS software, ADP preferred.
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.

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

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

**How To Apply:**

<table>
<thead>
<tr>
<th>Please forward a resume, and cover letter to:</th>
<th><a href="mailto:SECareers@si.edu">SECareers@si.edu</a></th>
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<tbody>
<tr>
<td>Please include the position title in the subject line.</td>
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Applications received on or before **March 21, 2024, at 5:00pm (EST)** will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year).

What To Expect Next:
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. After a review of applicant resume is complete, qualified candidates’ résumés will be referred to the hiring manager.

Relocation expenses are not paid.

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the point-of-contact listed in the “How To Apply” section above. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian’s Accommodation Procedures.

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. See Smithsonian EEO program information: [www.si.edu/oema](http://www.si.edu/oema).

**YOUR PRIVACY IS PROTECTED**

**Trust Applicants Demographic Form**

Thank you for your interest in the Smithsonian Institution and this Trust Hiring position. The Smithsonian is requesting your response to this optional equal opportunity survey. The information is used to determine if our equal opportunity efforts are reaching all segments of the population that is consistent with Federal equal employment opportunity laws. Your responses will not be shown to the panel rating the applications, to the selecting/hiring official, or anyone else who can affect your application in the hiring process. This form will not be shared with the hiring official or placed in your official personnel file should you be hired.

The aggregate information collected will be kept private to the extent permitted by law. No personally identifiable information will be requested on the form and the information collected will not be attributable to you.

Please complete the optional Trust Applicants Demographic Form at: [https://www.si.edu/ohr/jobs_public/trust-eeo/jr/se-24-0126](https://www.si.edu/ohr/jobs_public/trust-eeo/jr/se-24-0126)