



## **Position Announcement Administrative Assistant ESGR Program**

Military Personnel Services Corp (MPSC) is seeking individuals to serve as Administrative Specialist for the Employee Support for Guard and Reserve (ESGR) program. These are civilian contract positions that are to serve as an admin assistant to the State Committee of the ESGR program. This position is to also assist the Program Support Specialist/Executive Director, State Chair, and Committee with operational activities, financial management, training, logistical and administrative support. The position is co-located with PSS to support State Chair unless another location is mutually desired by the State Chair, ESGR Committee and the TAG.

Major Duties include:

- 1) Monitor the web site and input timely data entries as required.
- 2) Provide assistance in developing a State ESGR training program.
- 3) Assists with the formulation of budget requirements supporting State ESGR programs.
- 4) Assists with monitoring the Employer Recognition and Statement of Support program.
- 5) Assists in managing the Military Unit Liaison Program that provides training and ESGR material to RC members.
- 6) This position does require some travel.
- 7) All other duties as specified in the Position Description and PWS..

### **Salary Range**

40K – 45K

### **Experience/Knowledge Required**

Knowledge in Military Personnel and HR matters  
Knowledge of Uniformed Services Employment and Re-employment Act (USERRA)  
Working knowledge of ESGR program  
Ability to assist in developing and managing a volunteer program  
Knowledge of Word, Excel, PowerPoint Required  
Excellent interpersonal skills required

### **Benefits include:**

10paid vacation days  
10paid holidays  
10paid sick days  
60% health & dental paid by company  
Company 401k match of up to 3% of salary  
50k free life insurance

Send electronic resumes to [bhignite@mpscrc.com](mailto:bhignite@mpscrc.com) by 20 Nov 09

