

The EPA Human Resources Shared Service Center in Research Triangle Park is looking for a Human Resources Assistant to work at least 30 hours weekly up to full time. You must be at least a half time student and be available to work during the day Monday through Friday. Salary and grade level will be determined based on your education and experience. Selectees will gain valuable experience in a professional office setting and learn an understanding of Federal Government human resources principles.

The major duties of the position are to process a wide variety of human resources actions using automated human resources systems that involve different forms, different action codes, different regulatory authorities, or additional pay systems. The incumbent will code Requests for Personnel Action and review on-line edits in the automated human resources system to ensure accuracy and correct actions as needed. The incumbent will obtain missing data from HR files or the appropriate office; assist employees in preparing paperwork; review finished forms for completeness and adequacy; contact individual employees or supervisors to resolve questions before processing actions, provide information on HR systems, processes and procedures; and provide brochures, applications and other HR documents to employees.

General requirements are:

Ability to use automated systems to process personnel actions in a timely manner.

Knowledge of basic human resources principles.

Ability to communicate in a clear and effective manner in order to convey HR requirements and processes to managers and employees.

Applicants must submit a resume showing relevant experience and transcripts that include your current enrollment in school. Please email to [taylor.jeremy@epa.gov](mailto:taylor.jeremy@epa.gov) or fax to 919-541-0724.