



POSITION DESCRIPTION: RSP Specialist

LOCATION: Marysville, OH

Close Date: 1 March 2016

Type: Full-Time

Classification: Professional

Supervision: Recruit Sustainment Program Supervisor

INTRODUCTION. The RSP Specialist is responsible for administrative functions in support of Recruits in the Recruit Sustainment Program (RSP). RSP Specialists will perform all duties outlined in the Standard Operating Procedures to ensure successful execution of the contract. RSP Program Specialists are supervised by the contract RSP Supervisor within their state. The National Guard Bureau, through the national contract Program Manager, will provide general and technical guidance.

MAJOR DUTIES. The RSP Program Specialist plans and executes administrative and personnel functions in support of preparing Recruits for Initial Entry Training (IET). Primary duties include Vulcan data entry, Recruit outreach, and shipper quality control.

- Contact newly enlisted Recruits, coordinate their reception at the RSP, and sponsor them upon arrival.
- Contact Recruits monthly regarding drill attendance, pre-shipping preparations, and other information as required.
- Counsel Recruits on administrative, medical, educational, and other topics as needed.
- Monitor Recruits for potential retention issues, and make every effort to mitigate those issues or process them for separation.
- Maintain RFP Recruit Outreach Program.
- Manage IET ship dates within prescribed timeframes to ensure maximum training seat utilization.
- Provide qualitative screening to ensure Recruits are mentally prepared, administratively correct, and physically fit for shipping.
- Communicate with the IADT Manager, MEPS Guidance Counselors, and TRADOC Liaisons regarding IADT Recruit issues. Respond to LNO tickets ASAP.
- Maintain the Vulcan Database and perform daily input to actions relating to Recruits, training, and the RSP site.
- Coordinate transition for DMOSQ Recruits leaving the RSP to begin drilling with their respective unit.
- Provide quality control for all documentation in the Recruit's shipper packet.
- Administer/Process Recruit Surveys and publish resulting data.

QUALIFICATIONS.

a. Required Skills/Experience.

- Possess a current National Agency Check (NAC) Investigation.
- Pass an employer background check.
- Possess excellent oral, written, and interpersonal communication skills.
- Possess high moral and ethical standards.
- 3-5 years of experience in Recruiting and Retention or Military Unit Administration is preferred however, extensive relevant experience may be considered in any Full Time Unit Support (FTUS) or in the Active Guard/Reserve Program (AGR).
- Knowledge of the Shipper Quality Control, Vulcan Input and the Administrative processes of the National Guard Recruits.

b. Desired Skills/Experience.

- Individual must be a self-starter, able to work without direction.
- Proficient in Microsoft Office Suite.
- Must be knowledgeable in Army National Guard enlisted programs and benefits.

c. Education.

- High School Diploma

Resumes will be upload and job application will be completed at www.goldbelt.com . Please access the Employment Tab.

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