

ADMINISTRATIVE SUPPORT



Administrative Support:

There are a wide variety of administrative support positions in the FAA – from entry level clerks to high level assistants who provide support to specific program areas such as human resources, aviation security and aircraft certification. Work might include compiling and tracking data, preparing correspondence, scheduling meetings, responding to inquiries and using various computer software packages. Positions are located at nearly every FAA facility.

Qualification Requirements:

Qualifications vary, depending on job level. A high school diploma or at least six months of general experience are required for most entry level positions. Additional, more specialized experience and/or education is required for higher level positions. Ability to type and knowledge of computer software such as Microsoft Word and Excel are required or highly desirable for most jobs. You must be a United States citizen. For more information about qualifications, check the Office of Personnel Management Web site at <http://www.opm.gov/qualifications> under Clerical and Administrative Support Positions.

Hiring Avenues:

Administrative support job opportunities are posted regularly on the FAA job Web site at <http://jobs.faa.gov>. Special on-the-spot hiring programs, including the Welfare to Work program, People with Disabilities Program, and Veterans Readjustment Appointment may also be used to fill these positions. Some jobs are permanent while others are temporary.

FEDERAL AVIATION ADMINISTRATION

NEW ENGLAND REGION
HUMAN RESOURCE MANAGEMENT
12 New England Executive Park
Burlington, MA 01803

<http://jobs.faa.gov>
<http://www.faa.gov/region/ane>
<http://www.faa.gov/education>
Phone: 781-238-7280

The FAA is an equal opportunity employer and makes reasonable accommodation for applicants with disabilities.