



United States Department of Agriculture

## Eastern Region, Hiawatha National Forest

# VARIOUS ADMINISTRATIVE POSITIONS

## PERMANENT AND TEMPORARY PROMOTION 120 DAY DETAILS

\*PLEASE NOTE THIS IS AN OPEN AND CONTINUOUS OUTREACH

**The Hiawatha National Forest in Gladstone, MI will be filling a variety of administrative positions across the Forest.** We are looking for candidates that love customer service and have a passion for this work. All positions are eligible for telework, but none are 100% remote. Remote opportunities may be considered for details.

- ✓ GS-0301-11/12 Supervisory Administrative Operations Specialist (AO)
- ✓ GS-0301-7/9/11 Administrative Operations Specialist (AO)
- ✓ GS-0018-7/9/11 Forest Safety and Occupational Health Manager
- ✓ GS-0301-5/7/9 Assistant Administrative Operations Specialist (Assistant AO)/Super-Support Services Specialist (Super-SSS)
- ✓ GS-0301-5/7/9 Program Specialist (Executive Assistant - EA)
- ✓ GS-0303-3/4/5/6 Administrative Support Assistant (Front Desk)

Please submit your response here (computer or mobile friendly) 😊:

[HIF Forest-wide Outreach and Response \(online\) Form](#) Or by scanning



For more information about these positions, please contact Mary Moore, Forest Supervisor, at 719-486-4872 or by email at [mary.c.moore@usda.gov](mailto:mary.c.moore@usda.gov)

**Thank you for your interest!**

**Hiawatha National Forest (HIF)** lies in the central and eastern Upper Peninsula of Michigan. HIF is divided geographically into two units. Munising Ranger District and Rapid River/Manistique Ranger District comprise the Forest's West Unit with shoreline on Lake Superior and Lake Michigan. The Forest's East Unit includes the St. Ignace and Sault Ste. Marie Ranger Districts, with shoreline on Lakes Superior, Michigan and Huron.

We will accomplish the mission through integration, innovation, safety, and diversity. The Forest's uniqueness stems largely from its proximity to three Great Lakes. The Great Lakes affect its weather, recreation opportunities, scenery, historic sites, hydrology and ecosystem diversity. The Forest's recreation niche, "Your Great Lakes National Forest" captures some of this uniqueness by focusing on the Forest's "Great Lakeshores" (~240 miles of shoreline on Lakes Superior, Michigan and Huron), "Great Lighthouses" (Point Iroquois, North Light, East Channel Light, Christmas Range Light, Peninsula Point and Round Island Lighthouse); "Great Islands" (Grand Island, Round Island, and St. Vitals Island); and "Great Snow" (referring to the hundreds of inches of snow that fall each winter).



Hiawatha National Forest  
820 Rains Drive  
Gladstone, MI 49837  
[Hiawatha National Forest Homepage](#)  
USDA is an equal opportunity provider and employer.  
*Edited 12/2017*