

## Administrative Support



### **A Career in Administrative Support**

The Administrative Support family includes Executive Assistants and Staff Assistants. These professionals support VA through administrative, operational and logistical functions. Administrative Support positions are essential to VA's daily operations and its mission of serving and honoring Veterans.

### **Miscellaneous Administration and Program**

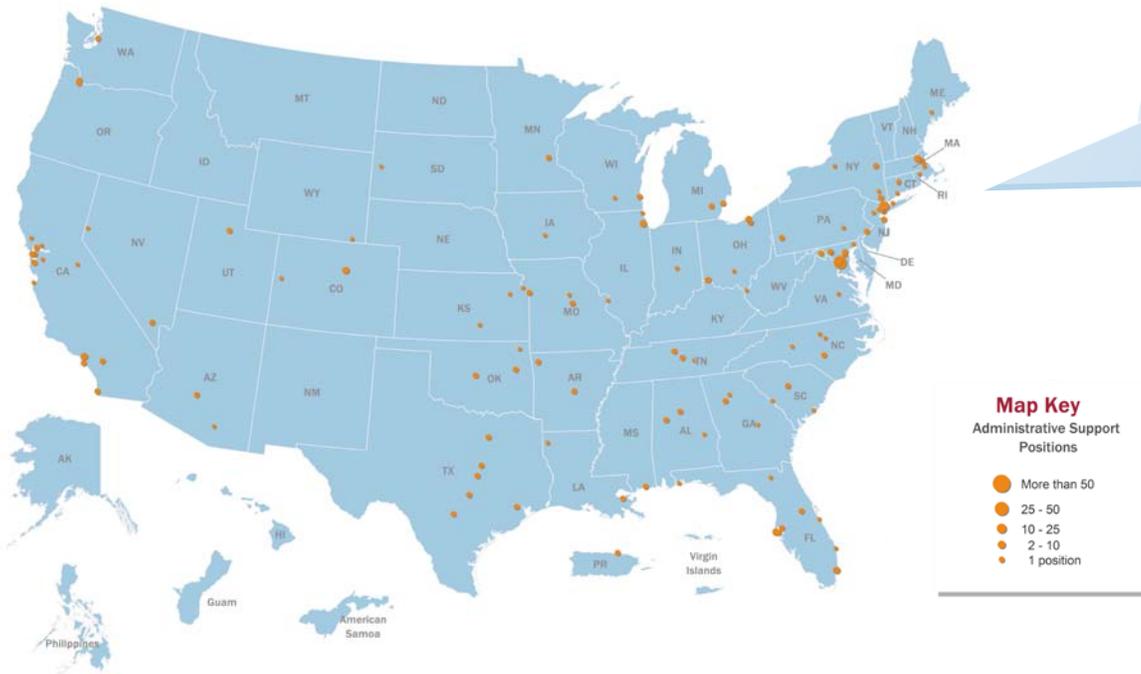
This series covers positions that perform, supervise or manage two-grade interval administrative or program work for which no other series is appropriate. The work requires analytical ability, judgment, discretion and knowledge of a substantial body of administrative or program principles, concepts, policies and objectives. Positions include:

- Executive Assistant
- Staff Assistant

### **MyCareer@VA**

VA is committed to career development and supports employees' ambitions to grow, learn and advance. Building a career at VA is a partnership, and we are dedicated to providing you the career resources and materials you need to achieve success.

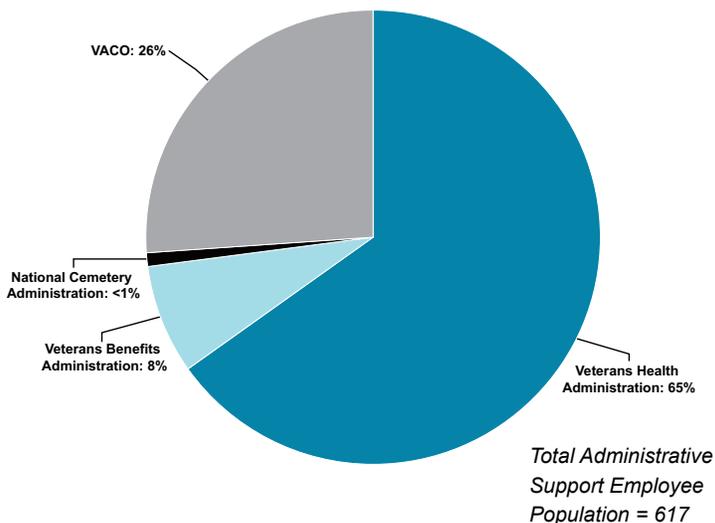
The MyCareer@VA program delivers interactive and engaging career development tools to help you explore and chart your long-term career path within VA.



## Administrative Support Job Locations

VA's Administrative Support positions are dispersed across 126 cities within the United States. The top five Administrative Support occupational family geographic locations are Washington, D.C.; Bronx, N.Y.; Denver, Colo.; Bay Pines, Fla.; and Hines, Ill.

## VA Administrative Support Job Distribution by Administration



VA's Administrative Support positions are located in the Veterans Health Administration, Veterans Benefits Administration, National Cemetery Administration and VACO to meet the broad range of needs facing the Department.

## MyCareer@VA Tools and Resources

- Career Planning Process** - Develop professional goals and align developmental experiences to VA career opportunities through a four-phase process: Prepare, Plan, Explore and Develop
- My Career Mapping Tool** - Map your long-term career path at VA by exploring career possibilities that leverage your knowledge, skills and experience across multiple occupational families
- My Career Fit Tool** - Discover your career "fit" at VA by identifying your work interests and work environment preferences
- VA Career Guides** - Explore the knowledge, skills, education and training recommended for each VA job and related career levels

VA employees can also visit the VA Talent Management System (TMS), a state-of-the-art online training and employee development system, to search and register for training courses and learning opportunities.