



**STATE OF VERMONT**  
LEGISLATIVE OFFICE OF HUMAN RESOURCES

**HUMAN RESOURCES ASSOCIATE**

The Human Resources Associate is a team member of the Legislative Office of Human Resources, responsible for assisting with the day-to-day HR functions which support the Vermont General Assembly.

Minimum starting salary of \$47,050, with potential for an initial offer adjustment based on applicable qualifications and experience. This full-time, benefits-eligible, position is initially being solicited for a three-year period and is located in Montpelier, VT. The comprehensive State benefits package includes health insurance and retirement plans.

**Education and Experience:**

*Required:*

- Associate degree with a minimum of 5 years of experience in a related, professional, business environment

*Preferred:*

- Bachelor's degree with a minimum of 3 years of experience in a related, professional, business environment
- Experience working in the field of human resources
- SHRM-CP or SHRM-SCP, or other HR certifications

**Required Skills:**

- Solid understanding of the human resources cycle
- Proven ability to handle sensitive and confidential situations and documentation
- Detail oriented and organized, with proven research and administrative capabilities
- Excellent interpersonal and customer service skills, including a willingness to interface with legislators, staff, and members of the public
- Ability to remain non-partisan in a political environment
- Excellent written and oral communication skills
- Adept at working effectively both independently and as a team member in an environment that is fast-paced and demanding
- Willingness to take initiative
- Demonstrated ability to follow-through without prompting
- Ability to collaborate cross-functionally between offices

To apply, please submit in Word or PDF format a resume and a cover letter explaining your interest and qualifications by e-mail to: [HRApplications@leg.state.vt.us](mailto:HRApplications@leg.state.vt.us). Please put your name and "HR application" in the subject field of the e-mail.

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or another protected category.