POSITION
An Army National Guard Training Center Research Analyst II special position is available with the Center for Environmental Management of Military Lands to be assigned at the National Guard Bureau in Arlington, VA, in support of the National Guard Bureau (NGB). Position contingent upon the availability of funding for this position.

ORGANIZATION
CEMML a research, education and service unit within the Warner College of Natural Resources at Colorado State University (CSU). CEMML applies the latest and most appropriate science to promote the sustainable management of natural and cultural resources on Department of Defense (DOD) and other public lands. We provide technical support, conduct applied research, and offer career development and learning opportunities to support resource stewardship. We collaborate with our sponsors and within CSU to resolve complex environmental issues, leaving a legacy of science-based decisions that sustain our resources for future generations.

To learn more about CEMML's contributions to land management, our mission, vision, and values, visit http://www.cemml.colostate.edu/.

RESPONSIBILITIES
The research analyst will guide ARNG national-level management, synchronization and accountability of Garrison Training Centers throughout all the states and territories. The employee will read and interpret regulations and directives pertaining to Garrison Training Centers, consult with ARNG-FM on Manpower and Tables of Distribution and Allowances (TDAs) or other issues as required, and collaborate with Headquarters Department of the Army (HQDA), Forces Command (FORSCOM), Training and Doctrine Command (TRADOC) and Installation Management Command (IMCOM). The position is responsible for the administration of TRS proponent courses within the Army Training Requirements and Resources System (ATRRS). The employee will attend meetings as the Subject Matter Expert for decisions that impact the ARNG Sustainable Range Program (SRP). Other duties include facilitating the development of products for Program Managers Reviews (PMRs), Training Support Services Reviews (TSS-Rs), Weapon System Reviews (WSRs), Training Support Working Groups (TSWGs), Council of Colonels (CoCs), and Training General Officer Steering Committees (TGOSC), facilitating unit alignment through the Army Range Requirements Model (ARRM) and Training Budget (TBUD) creation, providing the Range and Training Land Program (RTLP) data to ARNG-ILI for approval and publication, and analyzing and managing Training Center classification system. The research analyst will provide expertise to the Range and Land Program Managers in Program Objective Memorandum (POM) and budget requirements for the capture and execution of funding, collaborate with other branches and divisions within NGB, the DA, and the states for allocation of resources and for project implementation, and assist with other range and land functions as required.

LOCATION
The position is located at the National Guard Bureau Readiness center in Arlington, VA

MINIMUM QUALIFICATIONS
The successful candidate must demonstrate U.S. employment eligibility and pass a US Army background check; U.S. citizenship is required as well as a BA/BS degree plus three years professional relevant experience. Experience managing complex, long-term projects is necessary. Applicants should have extensive experience with Microsoft Word, Excel, and Power Point, and excellent oral and written communication skills. Demonstrated ability to build and maintain relationships with counterparts within the
54 states and territories and other agencies required. The successful applicant must be comfortable using the telephone and email to coordinate tasks, provide instructions, and offer advice to peers and customers (the users in the States). Appointment is contingent on successful completion of a background check.

DESIRABLE QUALIFICATIONS
Demonstrated ability to plan for, prepare, and coordinate staff functions such as information papers, executive summaries, meetings, briefings, and teleconferences is a plus. Familiarity with tables of distribution and allowances (TDAs) and manpower study process helpful. Familiarity with the Army Training Support System (TSS) including Army Range Requirements Model (ARRM), Sustainable Range Program (SRP), Range Facility Management Support System (RFMSS), Range Mission Essential Requirements (MER), and Range usage and accountability are beneficial.

BACKGROUND CHECK
CSU strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

SALARY
Salary is commensurate with experience and qualifications. Range: $88,000 to 91,000. Continuations of the position are dependent on the receipt of future funding from the sponsor.

BENEFITS
Colorado State University offers a generous benefits package including 24 days of paid vacation leave, tuition credits, excellent health insurance (including vision and dental), and retirement plans with 10% matching. For more information on Administrative Professional benefits, visit http://www.hrs.colostate.edu/benefits/.

APPLICATION
Prospective candidates should apply online at http://jobs.colostate.edu/postings/30426/. Apply no later than February 14, 2016 for full consideration. Applications must meet the minimum qualification in the announcement to be considered. Upload each of the items below individually as a Word Document (.doc), PDF (.pdf), or Rich Text Format (.rtf). Please note that incomplete applications cannot be considered. Please remove social security numbers and birthdates from application materials. A complete application consists of:

1) Statement of Qualifications (1 to 2 page letter addressing each minimum and desirable qualification described in the announcement including examples of ability to work independently)
2) Resume
3) Transcripts (for each degree earned that is listed under qualifications)
4) Degree Conferral (copy of diploma if transcripts do not include confirmation that degree was awarded)
5) Three professional references, including at least one supervisor (will not be contacted without prior notification of candidates)

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce, and complies with all federal and Colorado state laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.