



Naval Academy Business Services Division
Job Announcement Number: 23-100
Vacancy Open: November 06, 2023 – November 21, 2023
Area of Consideration: All Qualified Persons
Security Level: Tier 3 – US Citizenship Required

POSITION DETAILS

Summer Programs Administrative Assistant – NF-0303-03
Flexible (**up to 40 hours weekly until 06-30-2024**, Non-Benefited)
\$24.00-\$26.00/hour

JOB SUMMARY

The purpose of this position is to provide administrative support to the Strategic Outreach division of the Naval Academy Office of Admissions. Primary duties will focus on our summer programs, with additional assigned duties related to our academic year programs.

***** This is a temporary appointment and will be up to 40 hours/week with an end date of 30 June 2024 *****

BACKGROUND

The United States Naval Academy (USNA) is a four-year undergraduate institution with a mission to prepare midshipmen morally, mentally, and physically for commission as officers in the naval services. The activity is defined as a “Multi-mission Military Installation Complex” under Department of Defense classification guidance. The institution 1) provides an accredited undergraduate education and officer accession program for the nation, 2) is a historic national landmark with over one million visitors per year, and 3) is a host to national and international events, many of which are open to the public and attended by the highest representatives of government.

The Office of Admissions is a Cost Center at the U.S. Naval Academy and the Dean of Admissions reports directly to the Superintendent (University President). The USNA Office of Admissions is responsible for: the class selection of 1200 midshipmen from an average of over 16,000 applicants annually; marketing and outreach to potential applicants; coordination with Blue & Gold Officers; Science Technology Engineering and Math (STEM) programs; two nationally competitive summer programs; and competitive recruitment of high-potential students from national high schools, colleges, and the Naval Services.

DUTIES & RESPONSIBILITIES

The Summer Programs Administrative Assistant will work for the Plans and Programs Coordinator in support of the USNA’s Office of Admissions Summer Programs.

- Works with Plans and Programs Coordinator to maintain legal release forms for applicable programs.
- Manages the online payment module to include oversight of information between systems for all transactions.
- Provides customer service to program participants to include, but not limited to program email traffic, speaking with program prospects and/or their parents via phone, processing refunds, solving payment discrepancies and assisting with technical issues (applications, payments, etc.)
- Assists, as necessary, with customer service and program execution for Candidate Visit Weekends and Operation Information.
- Provides general support to the Admissions Staff, Plans and Programs Coordinator, STEM Coordinator, and Director of Strategic Outreach.
- Performs other related duties as assigned to support programming under Plans and Programs.

QUALIFICATIONS & REQUIREMENTS

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSAs).

- Must obtain and maintain a secret security clearance – requires 18 years of age
- Males born after December 31, 1959 must be registered for Selective Service
- Verification of employment eligibility in the United States is required
- One-year probationary period
- U.S. Citizenship is required for Tier 3 Positions

APPLICATION INSTRUCTIONS

A complete online application must be submitted to be considered for a USNA NAF/NABSD position.

Please visit the employment website: <https://www.usnabsd.com/about/careers/>

Applicants may call 410-293-2519 or x2882 if unable to complete the online application.

KNOWLEDGE, SKILLS and ABILITIES (KSAs) for this position are as follows:

****Responses must be included on the KSA portion of the online application****

1. Incumbent must have at least 2 years' experience working in Google Suite and Microsoft Office Suite; previous experience with DocuSign or similar software is preferred; previous experience with Salesforce is preferred.
2. Incumbent must have strong administrative skills and positive customer service skills.
3. Incumbent must be organized and proficient at multitasking.

EMPLOYMENT PREFERENCES

Explanation of employment preferences is available on the NABSD Website. No preference is given unless requested and documented. Acceptance or declination of a regular position ends ability to claim preference for spouse or Involuntarily Separated (IVS) applicants. To claim a preference, you must attach the following documents with your employment application and request form:

- **Military Spouse:** most current military member's PCS orders, submit spousal request form and write SPOUSAL PREFERENCE on front page of the application – (*Per the CNIC 5300.206b, spouses' preferential consideration for NAF positions at the NF-3 and below*)
- **Veteran:** Page four (4) of the DD-214
- **Involuntary Separated Military Members and Dependents:** page four (4) of the DD-214 or copy of DD-1173 and write "IVS" on front page of the application. IVS preference is approved only if discharge/reentry code matches eligibility list.

Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Please be advised that applications received after the closing date listed above will not be considered. Applications and resumes will not be returned to the applicant.

Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of said requirements. Applicants may be required to provide proof of education, etc. All selections are contingent on obtaining satisfactory employment reference checks.

We are an E-verify participant. Please be informed that applicants will be required to submit a federal government background check.

As a condition of employment, the selectee will be required to participate in direct deposit/electronic fund transfer as specified in the negotiated agreement.

Occupants of this position must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.

DON is an EEO employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or other non-merit factor.

Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case by case basis.