



Naval Academy Business Services Division
Job Announcement Number: 24-038
Vacancy Open: April 19, 2024 – April 25, 2024
Area of Consideration: All Qualified Persons
Security Level: Tier 1 – Non-Sensitive

POSITION DETAILS

Student Trainee – Business: NF-119-02
Temporary Flex (0-40 hours weekly, Non-Benefited)
\$18.00-\$19.50/hour

JOB SUMMARY

This position is assigned to the Naval Academy Business Services Division (NABSD) at the United States Naval Academy. The primary purpose of this position is to perform and/or assists in the operation of the assigned program. Based on established policies, incumbent carries out assigned phases of designated activity applying an understanding of the interest and needs of program participants. Student Trainee may be assigned specific projects to complete and may rotate between various working areas.

***** This position has an 8-week term of up to 40 hours per week. *****

DUTIES & RESPONSIBILITIES

Typical assignments may include but may not be limited to establishing schedules of events; applying rules and regulations in supervising indoor and outdoor activities; setting up the facility or venue; scheduling and conducting tours and field trips. Demonstrates procedures common to the activities, and instructs in the use of related equipment. Conducts instructional classes in assigned area. Helps to plan and coordinate details of activities and maintains related supplies. Assist in planning, scheduling and publicizing various activities to attract and motivate participants. Ensures adherence to safety rules and regulations.

May coordinate, in conjunction with supervisor, a special project within a program area which may include the planning, research, development and establishment of a Plan of Action for its implementation.

Performs other related duties as assigned

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

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

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

1. Enrolled in a college/university, community college, junior college, professional, technical, vocational, or other qualifying educational institution.
2. Minimum GPA of at least 2.5 and in good academic standing.
3. Highly skilled at database management and/or in the development/formatting of spreadsheet functions in more than one application.
4. Ability to apply basic accounting principles, preferred.

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 email nabsdjobs@usna.edu if unable to complete the online application.

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.