



Naval Academy Business Services Division
Job Announcement Number: 24-074
Vacancy Open: October 21, 2024 – November 1, 2024
Area of Consideration: All Qualified Persons
Security Level: Tier 3 – US Citizenship Required

POSITION DETAILS

Assistant Plans & Programs Coordinator, NF-0301-04

Full Time (35-40 hours weekly)

\$27.00-\$29.00/hour

Benefits Eligible: Medical Insurance, Dental Insurance, Life Insurance, Long Term Disability, Health Savings Account, Flexible Spending Account, Retirement, 401K, Vacation and Sick Leave Accrual

The Office of Admissions Summer Seminar change lives by hosting 3,400 high school students during the month of June. Students get to experience the STEM curriculum and life on the Yard. Come Join our Team!

JOB SUMMARY

The Assistant Plans and Programs Coordinator manages the administrative and logistical requirements for Summer Seminar, and provides support to STEM Programs and the Office of Admissions.

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; and competitive recruitment of high-potential students from national high schools, colleges, and the Naval Services.

DUTIES & RESPONSIBILITIES

The Assistant Plans and Programs Coordinator will report to the Plans and Programs Coordinator to coordinate the USNA's Office of Admissions outreach programs.

- Incumbent will coordinate with the Plans and Programs Coordinator to maintain legal release forms for applicable programs to include media release, consent to treatment of a minor, yard patrol liability and zero tolerance behavioral forms.
- Coordinate with the NASS OIC and AOIC to provide real time status updates to the Plans and Programs Coordinator. Status will consist of demographics, total applicant numbers, reports and presentations, and the collection of required forms.
- Responsible for the management of the bank online payment module to include oversight and daily transfer of information between systems, securing venue bookings for program execution, coordinating website updates and social media postings with the Digital Media Specialist, and coordinating with USNA faculty for required workshop materials.
- Provide customer service to program participants to include, but not limited to program email traffic, processing refunds, solving payment discrepancies and assisting with technical issues (applications, payments, scholarships, etc.).
- Support the administration of a need-based scholarship program, to include management of the application and screening process, and manage the scholarship portion of the budget.
- Coordinate with the STEM Coordinator to provide updated reports for sponsorship through the U.S. Naval Academy Foundation and Alumni Association.
- Assist the Plans and Programs Coordinator and the Candidate Guidance Fund (CGF) Manager with day to day tracking and management of the NASS portion of the Non-Appropriated Funds (NAF) budget. In addition to the day to day management, the incumbent will complete NAF paperwork in support of Admissions Outreach Programs and assist in the coordination of annual CGF account review conducted by Command Evaluation.

- Coordinate with lead sources to create appropriate contracts and/or orders for NASS, and complete appropriate NAF paperwork upon approval of budget allocation/criteria.
- Coordinate with NABSD Procurement and Accounting to create Purchase Orders, collect invoices, ensure payments to vendors, complete NASS Payroll disbursements and provide NASS deposit reports for Candidate Guidance Fund.
- Incumbent will be responsible for providing general support to the Admissions Staff, Plans and Programs Coordinator, STEM Coordinator, and Director of Strategic Outreach.
- Provide general program support by assisting in ordering participant clothing and gear to include pre-production approval, development of marketing materials.
- Occasional nights, weekends, and periodic travel will be required to ensure support and execution of Admissions programs.
- 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 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 email nabsdjobs@usna.edu 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 a two-year college degree or higher. College Admissions experience is preferred.
2. Extensive knowledge of and experience using Constituent Relationship Management (CRM) systems, Google Docs, Web Intelligence Business Objects, Ungerboeck/Momentus, Microsoft Office Suite, QuickBooks, and Salesforce.
3. Ability to establish and maintain effective relationships working with internal and external customers, vendors and USNA stakeholders for successful execution of programs.
4. Skill in written and oral communication sufficient to prepare and present findings and recommendations, carry out actions regarding controversial issues and implementing ideas and concepts.
5. Knowledge of accounting processes, to include purchase orders, invoices and payments, budgeting and reporting.

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.