



Naval Academy Business Services Division

Job Announcement Number: 25-061

Vacancy Open: December 2, 2025 – December 15, 2025

Area of Consideration: All Qualified Persons

Must be at least 18 years of age to obtain required security clearance

Security Level: Tier 3 – US Citizenship Required

POSITION DETAILS

Summer Programs Scholarship & Travel Coordinator – NF-0303-03

Flexible (0-40 hours weekly, Non-Benefited)

\$24.00-\$26.00/hour

Positions Available: 1-2

Join the team behind one of the Naval Academy's most impactful outreach experiences. As the Summer Programs Scholarship & Travel Assistant, you'll play a pivotal role in supporting high-achieving students from across the country. From managing need-based scholarships to coordinating travel logistics, you'll help ensure the seamless execution of USNA's premier Summer Programs. This is a fast-paced, mission-driven role where your attention to detail, communication skills, and commitment to excellence will directly shape the experience of thousands of future leaders. If you're energized by coordination, problem-solving, and being part of a program that truly makes a difference—this is the position for you.

We are seeking candidates we can commit to a flexible schedule (up to 40 hours/week), Monday through Saturday, which may include both daytime and evening hours. This event-based role spans from January through August 31 each year.

JOB SUMMARY

This position is located in the U. S. Naval Academy's Non-Appropriated Fund Instrumentality (NAFI), Naval Academy Business Services Division (NABSD), Annapolis, Maryland. NAFI is an entity that generates its own funds through its operations, and is not funded by Congress.

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 management of the USNA's Office of Admissions Summer Programs scholarship process and travel coordination for scholarship recipients, with additional assigned duties related to our academic year programs.

DUTIES & RESPONSIBILITIES

- Administer a need-based scholarship program, to include management of the application and screening process.
- Coordinate travel with the contracted agency and manage the scholarship portion of the budget.
- Coordinate with the STEM Coordinator to provide data for updated reports for sponsorship through the U.S. Naval Academy Foundation and Alumni Association.
- Assist in travel arrangements for Officer supporting partner camps.
- Support scheduling of AY STEM events to include STEM on Deck and STEM Underway programs.
- Provide Customer service support with the program prospects and/or their parents via phone and email.
- Incumbent will be responsible for providing 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 STEM Underway and STEM on Deck outreach programs.

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

**** Your application must include narratives for each KSA, using specific examples to demonstrate your qualifications and experience.**

1. Incumbent must have at least one (1) year of specialized administrative and clerical experience in a professional office setting. Experience should include tasks such as budget management, travel coordination, scheduling, and customer service. Experience working in college admissions preferred.
2. Incumbent must be proficient with Google Suite and Microsoft Office Suite. Experience with DocuSign (or similar software), Salesforce, and/or Constituent Relationship Management (CRM) systems is preferred.
3. Strong communication and interpersonal skills, with the proven ability to build and maintain effective relationships with applicants, students, and stakeholder.
4. Demonstrates an understanding of travel coordination procedures and budgetary controls required to manage program-related expenses, with awareness of the importance of fiscal stewardship and adherence to funding regulations when managing need-based scholarship travel budgets. Knowledge of federal and institutional travel policies preferred.

QUALIFICATIONS & CONDITIONS OF EMPLOYMENT

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 be able to 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
- Probationary period: Full Time & Part Time employees serve a one-year probationary period. Flexible employees are employed based on the needs of the business
- U.S. Citizenship is required for Tier 3 Positions
- Must be able to understand and communicate in English

APPLICATION INSTRUCTIONS

A complete online application **must** be submitted no later than NOON on the closing date to be considered for a USNA NAF/NABSD position. Please visit the employment website <https://www.usnabsd.com/about/careers/> or email nabsdjobs@usna.edu if you need assistance.

Resumes must not exceed 2 pages.

Apply Here: <https://www.usnabsd.com/about/careers/application-for-federal-employment-of-612/>

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:

- **ICTAP (Interagency Career Transition Assistance Plan):** Most recent SF50 (or equivalent) and RIF (Reduction in Force) notice.
- **Military Spouse:** most current military member's PCS orders, submit spousal request form – (***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

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 Noon on the closing date listed above will not be considered. 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, complete a pre-hire health screening, 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 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, 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.