

VACANCY ANNOUNCEMENT

ANNOUNCEMENT: WC-13-09T

POSITION: Scheduler/Executive Assistant	OPENING DATE: April 18, 2013 CLOSING DATE: May 1, 2013
SALARY: Commensurate With Pay and Experience	LOCATION: WASHINGTON, D.C.

WHO MAY APPLY: All qualified candidates may apply.

DUTIES: The incumbent of the position maintains the official schedule, travel plans, and related records for the Director, President and CEO. Serves as liaison with the staff, public, funders, and Board of Trustee members. Prepares the daily, monthly and longer-term schedules for the President and distributes copies to office staff as necessary. Coordinates scheduling of press, interviews, radio and television time with the External Relations office and attends events with the President as appropriate. Makes travel and lodging reservations for the President's travel. Prepares detailed itineraries for the President, including important numbers, locations and contact names. Submits vouchers for travel and expense reimbursement for payment processing. Thrives and flourishes in a fast-paced and high pressure work environment. Ensures that the President is provided with appropriate briefing materials for meetings by coordinating with Programs and other offices. Performs other related duties as may be assigned.

MINIMUM QUALIFICATIONS: Applicants must have specialized experience working as a professional scheduler for a prominent government official or non-governmental executive. For the experience to be creditable, an applicant must demonstrate the knowledge, skills, and abilities to successfully perform the duties of the position listed above.

SELECTIVE FACTORS (required):

1. Experience making travel reservations and arrangements.
2. Previous work experience that demonstrates ability to exercise discretion and independent judgment with respect to prioritization of and recommendations on appointments.
3. Knowledge of office administration, policies, practices, and procedures.
4. Demonstrated ability to communicate professionally, both verbally and in writing.

QUALITY RANKING FACTORS (desirable):

1. One or more years working in a congressional office.
2. At least five years of experience as a scheduler.
3. Knowledge of or interest in international relations, security studies or related field.
4. Personal computer experience utilizing Microsoft Office.
5. Demonstrated ability to use Apple products, specifically iPhones, iPads and MacBooks.

WHERE AND HOW TO APPLY: The Wilson Center does not require a standard application form, but we do require applicants to submit the information listed below. Application materials can be submitted to jobs@wilsoncenter.org or to the address at the end of this announcement. It is very important that you fully address how your work experience and education/training meet both the minimum specialized experience qualifications and the Selective Factors. The minimum qualification requirements and/or Selective Factors identify the knowledge, skills and abilities necessary to be considered eligible to compete for the position. Quality Ranking Factors/Ranking Factors are not mandatory but are used to determine the best qualified candidates among those eligible to compete for the position. Therefore, **it is to your benefit to provide a full description of your experience and education/training** relative to the job requirements of this vacancy. Rating of experience will be based only on the information you supply.

JOB INFORMATION: The announcement number, position title, and grade(s) or minimum salary requirements for the job to which you are applying.

PERSONAL INFORMATION: Your full name, mailing address, email address, daytime and evening telephone numbers, salary history, and country of citizenship.

EDUCATION: Colleges and/or universities attended - include name, city, state; majors and type of degree and year(s) received. (A copy of your transcript is not required unless specifically requested.)

WORK EXPERIENCE: Give the following information for your paid and non-paid work experience related to the job to which you are applying: job title, employer's name and address, duties, responsibilities, and accomplishments, supervisor's name and telephone number, starting and ending dates (month and year), hours per week and salary. Please indicate whether or not your current supervisor may be contacted.

OTHER QUALIFICATIONS: Any job-related skills (for example computer, foreign language ability, and/or typing skills), training courses (by title and year), honors, awards, and special accomplishments.

IMPORTANT INFORMATION FOR ALL APPLICANTS

- (1) Applications **must be received** by 11:59pm (Eastern Standard Time) on the closing date.
- (2) **Failure to address the mandatory qualification requirements and quality ranking factors may result in your not receiving credit for all of your pertinent experience. Applicants are strongly urged to address these factors on a sheet or in a cover letter separate from your resume. If you omit the information requested in this announcement your application may be rated ineligible.**
- (3) Please do not fax your application unless it is specifically requested.
- (4) Travel and Transportation and/or Relocation Expenses are not authorized.
- (5) The use of U.S. government postage paid envelopes is a violation of federal law and will disqualify you from consideration.
- (6) We provide reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.
- (7) This is not a U.S. civil service position.
- (8) If a vacant position is filled below the full performance level, the selectee may be promoted after meeting time-in-grade without further competition.
- (9) **Please note: All newly appointed employees must serve a one-year initial trial/probationary period.**

Please Note: All Woodrow Wilson International Center for Scholars positions require fingerprinting of employees hired and will include some additional background checks before employment. The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability. The Woodrow Wilson Center participates in the U.S. Citizenship and Immigration Services' (USCIS) E-VERIFY electronic employment verification process.

Send application materials electronically to:

jobs@wilsoncenter.org

Or mail to:

Woodrow Wilson International Center for Scholars
Human Resources WC-13-09T
One Woodrow Wilson Plaza
1300 Pennsylvania Avenue, NW
Washington, DC 20004-3027