

**Announcement WC-10-06T**[www.wilsoncenter.org](http://www.wilsoncenter.org)**OPENING DATE:** May 24, 2010**CLOSING DATE:** June 7, 2010**POSITION:** Editorial Assistant  
Kennan Institute**GRADE/SALARY:** WW-1087-05 (\$34,075 - \$36,346 commensurate w/ experience)

\*This position may have promotion potential to the WW-07 level.

**LOCATION:** WASHINGTON, D.C.**WHO MAY APPLY:** All qualified candidates may apply.

**DUTIES:** This position is responsible for assisting with publication and meeting/conference support for the Kennan Institute. Duties include writing, proofreading and editing a variety of Kennan Institute (KI) print and web site presentations such as Meeting Reports, Occasional Papers, special publications, grant proposals, annual reports and any Institute materials requiring editorial or copy-editing attention; reviewing all materials for formatting and editorial consistency; maintaining the Kennan Institute section of the Woodrow Wilson website to include posting monthly and special event updates, meeting summaries, and other news items; maintaining up-to-date lists of Institute publications; arranging for the distribution of publications to resident staff and scholars and to the public; maintaining the Institute's long-range events calendar; formatting Institute's monthly Calendar which includes handling all details, lay-out of the calendar for delivery to the printer and coordinating with all necessary vendors to see to their successful and timely production; and serving as liaison with the Wilson Center Press and the Center's Outreach and Communications Office. In addition, this position is the primary staff member responsible for logistical arrangements for KI public events by assisting in the planning of working groups, speakers program, meetings and conferences; handling related correspondence, and paperwork; and other related duties as assigned.

**QUALIFICATIONS:** Qualified applicants must have 1 year of specialized experience performing duties directly related to this position or applicants may substitute appropriate education, such as a bachelor's degree from an accredited university for the required experience. **Applicants must also submit a short writing sample to be considered.**

**SELECTIVE FACTORS** (mandatory):

1. Ability to compose written materials for publication using proper grammar, spelling, punctuation and style. **(Please submit a brief 2 page writing sample)**
2. Ability to use a PC with standard office software to perform office work.

**QUALITY RANKING FACTORS** (desirable):

1. Experience proofreading and copy-editing materials for publication.
2. Experience handling the logistical arrangements for special events to include making travel arrangements, processing paperwork to facilitate meeting coordination, and/or preparation of meeting materials.
3. Ability to use HTML, website management software (CMS), and/or desktop publishing software.
4. Knowledge of, or interest in Russia and the surrounding area, its history, culture, society to include written and spoken Russian language ability.

**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](mailto: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. These minimum qualification requirements and/or selective factors identify the knowledge, skills and abilities necessary to be 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, 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 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 may 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. As required by the Office of Management and Budget (OMB), The Woodrow Wilson Center participates in the U.S. Citizenship and Immigration Services' (USCIS) **E-VERIFY** electronic employment verification process.

**Please submit your application materials to the following address:**

[jobs@wilsoncenter.org](mailto:jobs@wilsoncenter.org) or  
Woodrow Wilson International Center for Scholars  
Human Resources WC-10-06T  
One Woodrow Wilson Plaza  
1300 Pennsylvania Avenue, NW  
Washington, DC 20004-3027

# APPLICANT SURVEY FORM

The Applicant Survey Form is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution's search and recruitment efforts. Please print all responses. **Used only for statistical purposes , the information provided is not a part of the selection process, and will have no effect on your consideration.**

Vacancy Announcement Number: \_\_\_\_\_

First Name												
Last Name												

Year of Birth: 19 \_\_ \_\_

Gender: Male \_\_\_\_\_

Female \_\_\_\_\_

How did you learn about this position? Mark all sources that apply.

1	Mass media (magazines, newspaper, radio, television, poster, telephone job hot line)
2	Individual (friend, relative, Smithsonian employee, school or college counselor or official)
3	Information technology (Internet, World Wide Web, or SI Web site)
4	Association or organization (professional, community, religious)
5	Other (please indicate)

**Identify yourself in each category: (Circle all appropriate responses)**

**Ethnicity:** HISPANIC - OR - LATINO - OR - SPANISH ORIGIN (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

**Race:** Yes No

1	AMERICAN INDIAN OR ALASKA NATIVE	A person having origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachment  Tribal Affiliation:
2	ASIAN	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
3	BLACK OR AFRICAN AMERICAN	A person having origins in any of the black racial groups of Africa
4	WHITE	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East
5	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Do you have any physical disabilities?

Yes

No

Large print forms may be requested from the Smithsonian Institution,  
Office of Equal Employment and Minority Affairs  
750 Ninth St. N.W., Suite 8100, Washington, D.C. 20560-0921.