



VACANCY ANNOUNCEMENT

ANNOUNCEMENT: WC-14-11T

POSITION: Program Associate
Kennan Institute

OPENING DATE: June 24, 2014

CLOSING DATE: July 8, 2014

SERIES/GRADE: WW-0301-11 (\$63,091 - \$75,710 per year)
May have promotion potential to the grade 12.

LOCATION: WASHINGTON, D.C.

WHO MAY APPLY: All qualified applicants may apply.

DUTIES: The incumbent of the position takes a leading role, working with the Program Director and Deputy Director, in defining Kennan Institute (KI) strategic goals related to activities in and around Russia, Ukraine and the region. Major duties include:

- Working with KI colleagues and regional offices to implement strategic agenda focused on timely and impactful events and publications relevant to policy challenges for Russia, Ukraine, the U.S. and the world more broadly.
- Representing KI when on travelling to Russia and Ukraine, and takes primary responsibility for supervision, management and engagement of regional offices (Kyiv and Moscow), partnerships, projects, and alumni networks.
- Maintaining frequent substantive contact and collaboration with KI alumni in all regions of Russia and Ukraine, continually seeking opportunities to involve alumni directly in KI activities, solicit written contributions or video commentaries, or co-organize events.
- Making use of new technologies such as social media and web-based video-conferencing to connect Moscow, Kyiv, Washington and other locations “in real time.”
- Actively seeking general financial support, grant funding, or cost-sharing opportunities to enhance KI capabilities both here and in the region.
- Helping to design and support scholar selection processes in Russia and Ukraine.
- Monitoring developments in the region and providing thoughtful analysis for KI publications and events.
- Overseeing the migration of content from KI Russian and Ukrainian webpages to the main Kennan website and working with the regional offices and Wilson Center colleagues to promote content.
- Performing other related duties as may be assigned.

QUALIFICATIONS: Minimally qualified applicants must possess an undergraduate degree in Slavic Studies or a related discipline, with at least three years of progressively more responsible, directly related experience that demonstrates an ability to perform the duties outlined above, or possess an advanced degree in Slavic Studies or related discipline with at least one year of specialized experience equivalent to the next lower grade level.

SELECTIVE FACTORS (required):

1. Fluency in the Russian language.
2. Demonstrated ability to write and edit in a clear, concise manner.
3. Excellent oral communications skills for making effective presentations.
4. Knowledge of current academic, government, and private organizations concerned with post-Soviet studies.
5. Ability to juggle multiple projects simultaneously and meet deadlines.
6. Personal computer experience utilizing Microsoft Office software (i.e., Excel, Outlook, PowerPoint, and Word).

QUALITY RANKING FACTORS (desirable):

1. Experience planning and developing programming on relevant issues related to Russia, Ukraine and U.S. policies.
2. Fundraising experience.
3. Experience in administering academic fellowship and grant competitions.
4. Working facility of the Ukrainian language.

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. 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/factors listed in this vacancy announcement. This evidence must include clear, concise examples that show the level of accomplishment and degree of responsibility.**

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 minimum 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 separate sheet or in a cover letter that accompanies 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 may be 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-14-11T
One Woodrow Wilson Plaza
1300 Pennsylvania Avenue, NW
Washington, DC 20004-3027

Smithsonian Institution
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. **The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses 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 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)

Self-identification by category: (Circle your responses.)

Ethnicity: Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Yes **No**

Race: (Mark all that apply.)

1	American Indian or Alaska Native	A person having origin in any of the original peoples of North or 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, or 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, the Middle East, or North Africa.
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 disabilities? **Yes** **No**

If yes, do you have a targeted disability? (Mark only one.)

1	Deaf	4	Partial paralysis	7	Mental retardation
2	Blind	5	Complete paralysis	8	Mental or emotional illness
3	Missing extremities	6	Convulsive disorder	9	Severe distortion of limbs and/or spine