



**Wilson
Center**

Independent Research, Open Dialogue & Actionable Ideas

FEDERAL VACANCY ANNOUNCEMENT

ANNOUNCEMENT: CK802091VM

TITLE: Program Assistant (OA) – Kennan Institute

OPENING DATE: Wednesday, December 19, 2012

CLOSING DATE: Wednesday, January 9, 2013

PAY PLAN/SERIES/GRADE: GS-0303-06

LOCATION: WASHINGTON, D.C.

WHO MAY APPLY: This is a career/career conditional appointment in the U.S. civil service. All U.S. citizens may apply.

Major Duties: You will serve as the principal administrative, clerical and project support assistant for the Kennan Institute. Major responsibilities and duties of the incumbent may include; but are not limited to the following:

- Provide support to the Director and staff of the Kennan Institute.
- Maintain the Institute's databases and generate lists and reports.
- Compose correspondence using proper grammar, punctuation, spelling, and style of presentation.
- Arrange travel and hotel accommodations for staff members.
- Process payments and reimbursements for consultants, project participants, and partner organizations.
- Update Program's websites with new or revised content.
- Perform research related to program activities

QUALIFICATIONS REQUIRED: TIME-IN-GRADE REQUIREMENTS: Current and former federal employees must meet applicable time-in-grade requirements to be considered eligible. For this position one year (52 weeks) at the GS-5 level is required. **(MUST SUBMIT AN SF-50 THAT SHOWS TIME-IN-GRADE ELIGIBILITY AS SUPPORTING DOCUMENTATION)**

To qualify for the Program Assistant position at a GS-06 level: must have at least one year of experience equivalent to the GS-5 that required knowledge of administrative and technical support functions that involved the application of procedures and practices within the framework of established guidelines. Performed duties such as:

- Arranging travel and hotel accommodations;
- Completing appropriate travel authorizations and vouchers, purchase orders, and other accounting-related paperwork;
- Coordinating activities and planning upcoming events;
- Crafting correspondence;
- Proofreading correspondence and reports for correct grammar, punctuation, and spelling in English and/or Russian;
- Maintaining computer database, creating reports, and arranging meetings;
- Maintaining and updating organization website using HTML coding and Content Management System (CMS) system, email blasts and other online outreach tools.

AND

- Typing Requirement: Must be able to type at least 40 words per minute with 3 or fewer typing errors in a 5 minute timed typing test.

AND

- Language Proficiency: Must be fluent in reading and speaking the Russian language.

How to Apply: You must apply for this position online through USAJOBS, the Office of Personnel Management's employment web site. Click on the link below to open the job announcement:

<https://www.usajobs.gov/GetJob/ViewDetails/333615000>

Duties, requirements, application procedures and the full text vacancy announcement can be found at the above link.

****Please note: Applicants must apply online through the USAJOBS website. Application materials submitted to the Woodrow Wilson Center's HR office cannot be considered. ****

The Woodrow Wilson Center is committed to attracting and maintaining a high quality, dedicated and diverse workforce.