



VACANCY ANNOUNCEMENT

Title: Program Assistant (OA) – Kennan Institute

Announcement number: CK503015

Pay Plan./Series/Grade: GS-0303-05 \$34,075.00 - \$44,293.00 /year

Opening Date: Friday, July 22, 2011

Closing Date: Monday August 1, 2011

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 administrative, clerical, and project support assistant. Major responsibilities and duties may include; but are not limited to the following:

- Arrange travel and accommodations for staff and visitors
- Process payments and reimbursement for consultants, project participants, and partner organizations
- Compile and maintain computer database
- Update Program's web site
- Provide orientation and process paperwork for Program's visiting scholars

Minimum Qualifications: To be qualified at this level, applicants must meet one of the following requirements and the additional requirement below:

Specialized Experience: One or more years of experience equivalent to at least the GS-04 grade level in the Federal service that provided the particular knowledge, skills, and abilities to successfully perform the duties of this position. Examples of qualifying experience include but are not limited to arrange travel and accommodations for staff and visitors in the field; process payments and reimbursements; compile and maintain computer database; update websites with new or revised content; provide orientation and process paperwork for visiting scholars; working knowledge of written and spoken Russian in order to answer phones and handle inquiries. **OR Education:** Four years of education above the high school level in any field leading to a bachelor's degree or a bachelor's from an accredited college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school. Transcripts must be submitted if using education to qualify. (The education must demonstrate the ability to perform the program assistant duties).

How to Apply: Please note that applicants must apply for this position online through USAJOBS, the Office of Personnel Management's employment web site to be considered. Click on the link below to open the job announcement and apply for this position:

[Link to Kennan Institute Vacancy Announcement on USAJobs](#)

Duties, requirements, qualifications, 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 can not be considered. ****