

**This vacancy announcement has been extended through May 2, 2012**

**ANNOUNCEMENT: WC-12-08T**

**OPENING DATE:** April 18, 2012

**CLOSING DATE:** May 2, 2012

**POSITION:** **Program Assistant**

Mexico Institute

**SALARY:** WW-0303-05 (\$34,075 - \$36,346 per year – commensurate w/ experience)

This position may have promotion potential to the grade 07 level.

**LOCATION:** WASHINGTON, D.C

**WHO MAY APPLY:** All qualified candidates may apply

**DUTIES:** The incumbent serves as an administrative, clerical, and project support assistant for the Mexico Institute in the Latin American Program. The duties for the position will include:

- Oversees the organization of Institute events which may include arranging travel and accommodations for staff and visitors;
- Arranges for facilities, catering, A/V and any other necessary services;
- Routinely drafts correspondence for the Institute Director's signature;
- Receives visitors, answers phones and provides information related to program activities;
- Prepares a variety of financial forms, correspondence, reports on a PC or typewriter;
- Processes payments and reimbursements for consultants, project participants, and partner organizations.
- Compiles and maintains computer database of subject matter experts, peer reviewers, conference participants, media, and the general public interested in program events, etc. and is responsible for updating and distributing information through the use of automated mailing lists;
- Updates the Institute's webpages regularly.
- Provides orientation for scholars and the processing of their associated paperwork;
- Assists with the preparation of newsletters, other Institute publications;
- Organizes and maintains files on all events and funding sources;
- Performs research related to program activities;
- Drafts summaries of Mexico Institute events for publication on Mexico Institute website.
- And performs other duties as assigned;

**MINIMUM QUALIFICATIONS:** Applicants must have one year of directly related administrative/clerical experience or appropriate education, such as a bachelor's degree from an accredited university which may be substituted for the required experience. Specialized experience in administrative, research, event coordination, and/or clerical work which demonstrates possession of the knowledge, skills, and abilities required to perform the duties of this position.

**SELECTIVE FACTORS: (Required)**

1. Ability to type 40 w.p.m. **Please note your typing skill on your application materials.**
2. Experience using a PC and a variety of software to perform or automate office work.
3. Ability to compose non-technical correspondence using proper English grammar, spelling, punctuation, and style.
4. Ability to speak and write in Spanish.

**QUALITY RANKING FACTORS: (Desirable)**

1. Ability to maintain paper and electronic files.
2. Ability to organize and coordinate various event elements such as A/V, facilities, catering, speaker management.
3. Ability to prepare travel arrangements.
4. Ability to update and maintain a computer database.

## 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.

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## 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.

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-12-08T**  
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:** \_\_\_\_\_

<b>First Name</b>													
<b>Last Name</b>													

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

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

Female \_\_\_\_

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

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

<b>1</b>	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: _____
<b>2</b>	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.
<b>3</b>	Black or African American	A person having origins in any of the black racial groups of Africa.
<b>4</b>	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<b>5</b>	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.)**

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