



**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT: WC-13-01T**

**POSITION: SCHEDULER-EXECUTIVE ASSISTANT TO THE  
DIRECTOR, PRESIDENT & CEO**

**OPENING DATE: October 19, 2012**

**CLOSING DATE: October 31, 2012**

**SALARY: Grade 07** (\$42,209 - \$54,875 per annum)  
This position may have promotion potential to grade 08.

**LOCATION: WASHINGTON, D.C.**

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

**DUTIES:** The incumbent serves as the personal assistant to the Director, President & CEO; receiving all visitors; screening all calls; scheduling all appointments; and arranging for all travel. Ensures that matters to be placed on the executive's calendar for discussion have been adequately researched and background material prepared in advance of the meeting. Schedules appointments and events for the Director, President & CEO, and arranges for transportation as necessary. Provides communication and personal liaison assistance between the Director, President & CEO and the Board of Trustees, the Wilson Council, Alliance and Cabinet, congressional representatives, other advisory membership bodies, and key staff members of the Center's central management team. In addition, the incumbent will organize special events and meetings for the Executive Offices; maintain the financial records for the office; prepare a variety of correspondence and written reports; maintain phone logs and list of contacts; maintain systems for both sensitive and operational materials, as well as for policy background materials, and oversee the office interns. The incumbent also provides administrative support and assistance to other senior level agency officials as may be required. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:** Applicants must have at least two years of increasingly responsible specialized experience serving as a personal assistant and/or scheduler that demonstrates the knowledge, skills, and abilities to successfully perform the duties of the position.

**SELECTIVE FACTORS (required):**

1. Demonstrated ability to maintain a schedule of a senior executive.
2. Previous experience managing complex travel arrangements.
3. Demonstrated ability to use a computer and software to manage and complete work.
4. Must be able to type at least 40 words per minute.
5. Must possess excellent oral and written communication skills; knowledge of proper grammar, spelling and punctuation.
6. Must be able to multi-task, work well under conflicting deadlines, and in a very fast-paced environment.

**QUALITY RANKING FACTORS (desirable):**

1. Demonstrated ability to update and maintain an electronic calendar.
2. Previous experience working in a Congressional office.
3. Background or interest in international relations and/or public administration.
4. Ability to maintain financial records for an office.

**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 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) **IMPORTANT: 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](mailto:jobs@wilsoncenter.org)

Or mail to:

Woodrow Wilson International Center for Scholars  
Human Resources WC-13-01T  
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>