



VACANCY ANNOUNCEMENT

ANNOUNCEMENT: WC-14-01T - EXTENDED

POSITION: Program Assistant
Kissinger Institute on China and the United States

OPENING DATE: December 12, 2013
CLOSING DATE: December 26, 2013

SALARY: WW-05 \$34,075 – \$44,293 per annum
This position may have promotion potential to grade 7 level.

LOCATION: WASHINGTON, D.C.

WHO MAY APPLY: All qualified candidates may apply.

The Kissinger Institute on China and the United States (KICUS) improves understanding of issues in the U.S.-China relationship among policymakers and publics in both countries and promotes collaboration between Chinese and American partners to solve bilateral and global challenges. It does so through public programs, research, and joint discussion of political, economic, historical, and cultural factors that underlie the behavior patterns and world views of China and the United States.

DUTIES: The Program Assistant for the Kissinger Institute on China and the United States (KICUS) program will be the principal administrative, clerical, and project support assistant for the institute. Specific responsibilities will include:

- Assisting with maintenance of computerized fund records, tracking expenditures based on budgets, preparation of long-term budgets, and management of monthly accounting details;
- Organizing program events in the United States and elsewhere, which may include arranging travel and accommodations for staff and participants, arranging for facilities, catering, A/V needs and other necessary services as required;
- Working closely with project partners based outside the U.S. on publications, international conferences/seminars/workshops and other activities;
- Serving as a point-of-contact with the general public by receiving visitors and providing information related to program activities;
- Help draft Chinese-language correspondence and Chinese-language materials for the Website and other KICUS publications;
- Disseminating information about project activities through online newsletters, automated mailing lists, the project's website, and new social media sites;
- Organizing and maintaining the program's paper and electronic files on all events and funding sources;
- Performing research related duties, and 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.

QUALITY RANKING FACTORS (desirable):

1. Ability to update and maintain computer database.
2. Native Mandarin Chinese language proficiency.
3. Ability to use a CMS system to update a website.
4. Ability to plan and implement event logistics such as A/V, facilities, catering, speaker management and travel.

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 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, 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 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.

Send application materials electronically to:

jobs@wilsoncenter.org

Or mail to:

Woodrow Wilson International Center for Scholars
Human Resources WC-14-01T
One Woodrow Wilson Plaza
1300 Pennsylvania Avenue, NW
Washington, DC 20004-3027