



**Wilson
Center**

Independent Research, Open Dialogue & Actionable Ideas

VACANCY ANNOUNCEMENT

ANNOUNCEMENT: WC-14-12T

POSITION: Program Assistant
Middle East Program

OPENING DATE: August 05, 2014

CLOSING DATE: August 19, 2014

SERIES/GRADE: WW-0303-05 (\$34,415 per year)
May have promotion potential to the grade 7.

LOCATION: WASHINGTON, D.C.

WHO MAY APPLY: All qualified applicants may apply.

DUTIES: The incumbent serves as principle clerical and administrative assistant in the Middle East Program. Major duties of the position include:

- Receiving visitors, answering phones and emails;
- Providing information related to the Program and/or its events;
- Conducting research related to Program activities and/or publications;
- Drafting correspondence, event materials, and invitations;
- Securing support services for events; updating the Program's website;
- Organizing and maintaining Program materials and files;
- Compiling, maintaining and/or updating databases of various constituencies of the Center interested in and/or working on Middle East issues;
- Distributing information through the use of automated mailing lists;
- Preparing purchase orders, contracts, travel authorizations, and making travel arrangements;
- Tracking expenditures, reconciles financial accounts, and prepares budgetary forecasts;
- Assisting with the preparation of Program publications, meeting reports and grant applications;
- Coordinating the office's internship program and performs other related duties as assigned.

QUALIFICATIONS: To be qualified applicants must have one year of specialized experience at the next lower grade level.

Appropriate education beyond the high school level may be substituted, in whole or part, for the required experience. Specialized experience is administrative, research, event coordination, or clerical work which demonstrates possession of the knowledge, skills, and abilities required to perform the duties of this position and requires an individual to be extremely organized and able to meet simultaneous deadlines in a fast-paced office environment.

SELECTIVE FACTORS (required):

1. Ability to type 40 w.p.m. **(Please note typing speed in your application materials)**
2. Experience using a PC or Mac and a variety of software to perform or automate office work, such as Microsoft Office Suite, particularly Word, Excel, and PowerPoint, or similar (open source) products.
3. Knowledge of proper grammar, spelling, and punctuation.
4. Ability to effectively communicate both orally and in writing.

QUALITY RANKING FACTORS (desirable):

1. Experience using a variety of software packages to perform/automate office work.
2. Experience handling logistical arrangements for special events to include making travel arrangements, processing paperwork to facilitate meeting coordination and/or preparation of meeting materials.
3. Basic accounting skills.
4. Work and/or study experience that demonstrates knowledge of U.S. foreign policy and international affairs with a focus on the Middle East and/or the role of women in peace building.
5. Language skills in Arabic and/or Farsi preferable.
6. Research skills that include library, Internet, and Lexis-Nexis searches.

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/factors listed in this vacancy announcement. This evidence must include clear, concise examples that show the level of accomplishment and degree of responsibility.**

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 minimum 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 separate sheet or in a cover letter that accompanies 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 may be 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-14-12T
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: _____

First Name													
Last Name													

Year of Birth: 19____

Gender: Male ____

Female ____

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

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

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

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