



United States Coast Guard

Announcement Number:

17-1536-NE-TB-AD

Hiring Agency:

United States Coast Guard

Position Title:

Lecturer, AD-1710-00, NTE 7/6/19 (PT 32hrs per wk) (Human Resources & Legal Environment of Business)

Open Period:

04/05/2017 - 04/24/2017

Series/Grade:

AD - 1710 00

Salary:

\$68,407.00 - \$95,530.00 per year

Promotion Potential:

AD-00

Duty Location(s):

- 1 Vacancy in New London, CT, US

For More Info:

David Johnson, 860-444-8358

Overview

Who May Apply:

This vacancy is open to U.S. Citizens and non-Citizens. Hiring restrictions may apply to certain Non-U.S. Citizens.

Security Clearance Required:

Q Nonsensitive

Duration Appointment:

Appointment is temporary not-to-exceed 7/06/2019.

Marketing Statement:

The Academy offers B.S. degrees in eight academic majors: Naval Architecture-Marine Engineering, Electrical Engineering, Civil Engineering, Mechanical Engineering, Marine-Environmental Sciences, Operations Research-Computer Analysis, Management, and Government; the Academy is staffed with over 100 full-time civilian and military faculty.

The attractive riverside campus is home to a nationally representative and diverse student body of about 1,000. The U.S. Coast Guard Academy is an Equal Opportunity Employer. Visit <http://www.cga.edu/> for more information.

Summary:

The U.S. Coast Guard Academy prides itself in maintaining, developing, and promoting a community of inclusion that embodies a representative cross section of the population of the United States. It is our belief that gender, racial, ethnic, and religious diversity are critical to the professional and personal development of future Coast Guard Officers as well as the entire academic and professional community at the Academy.

The Academy is located near the shoreline of southeastern Connecticut, midway between New York and Boston, and is within commuting range of regional as well as other national colleges and universities in the CT/RI/MA tri-state area.

Supervisory Position:

No

Relocation Authorized:

No

Travel Required:

Not Required

Duties

The successful candidate will be expected to perform the following:

Summer '17 - To include course preparations, research and publications as per AACSB standards, as well as participate in student assessment and summer academic instruction.

Fall '17 -To include teaching two (2) sections of Human Resource Management (8357) and advising one (1) team in Public Management Consulting Prep (PMC) (8450). In addition, duties include serving as an academic advisor to five - ten students, participating in student assessment and summer academic instruction, and conducting research and publishing in your field as per AACSB standards.

Spring '18 -To include teaching two (2) sections of Legal Environment of Business (8441) and advising One (1) team in Public Management Consulting (PMC) (8445). In addition, duties include serving as an academic advisor to five to ten students, participating in student assessment and summer academic instruction, and conducting research and publishing in your field as per AACSB standards.

Other possible responsibilities will include facilitation of learning enrichment opportunities for cadets via speakers, travel, and contacts; work as a faculty advisor to student research projects; as well as summer course development and other duties as assigned.

Major duties also include participation in leadership and professional development activities with students outside of class and service to the Academy.

Qualifications and Evaluations

Education:

FOREIGN EDUCATION: Education completed in foreign colleges or universities may be used to meet the requirements. You must show proof the education credentials have been deemed to be at least equivalent to that gained in conventional U.S. education

program. It is your responsibility to provide such evidence when applying. For further information on the evaluation of foreign education, refer to the U.S. Department of Education's web site at [click here](#)

When including education on your resume, report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Requirements:

All qualification requirements must be met by the closing date of the announcement (see exception for doctoral candidates listed in the qualifications section).

Evaluations:

All application material must be submitted by the closing date.

Qualifications:

Candidates must possess a Juris Doctorate, Master of Business Administration, or Ph.D. or be ABD (all but dissertation) in a discipline related to the field of Management. Doctoral candidates without a Masters must submit documentation showing either ABD status or degree completion will be before July 23, 2017. Candidates shall have recent undergraduate teaching experience in Human Resource Management and Legal Environment of Business disciplines at an AACSB accredited program. Candidates shall meet the minimum academic requirement of "Instructional Practitioner" according to AACSB standards and the Department of Management's Definition of SA, PA, SP, and IP Faculty. Highly competitive candidates will have a degree from an AACSB-accredited or ABA-accredited program. An academic qualification of "Scholarly Academic" is preferred. Full-time teaching experience (3 or more courses or sections per semester) is preferred. Interpersonal, teaching, and communications skills are essential. Classroom experience teaching and mentoring diverse student populations, and/or experience promoting diversity initiatives - including efforts at creating communities of inclusion - is highly desirable. Communication and team work skill, the ability to show initiative and the ability to be adaptable and collegial in the context of a student-centered institution are very desirable.

Doctoral candidates are highly encouraged to apply. Candidates must possess a Juris Doctorate, Master of Business Administration, or Ph.D., or be ABD in a discipline related to the field of Management. Doctoral candidates without a Masters must submit documentation showing either ABD status or degree completion will be before July 23, 2017.

Benefits and Other Info

Benefits:

DHS offers an attractive benefits package, that may include: health, dental, vision, life, and long-term care insurance; retirement plan; Thrift Savings Plan [similar to a 401(k)]; Flexible Spending Account; Employee Assistance Program; personal leave days; and paid federal holidays. Other benefits may include: flexible work schedules; telework; tuition reimbursement; transportation subsidies; uniform allowance; health and wellness programs; and fitness centers.

Other Information:

The Coast Guard Academy is committed to building a diverse faculty of teacher-scholars who collaborate to provide a multi-disciplinary and hands-on approach to student learning and leadership development. We believe that individuals from diverse backgrounds strengthen our programs and positively impact student success. We

encourage qualified applicants from all backgrounds to apply for consideration.

Moving expenses will not be paid.

All Federal employees are required to have Federal salary payments made by direct deposit.

For Veterans' preference eligibility, visit [Veterans' Employment Resources](#).

More than 1 selection may be made from this announcement if additional identical vacancies in the same title, series, grade, and unit occur within 90 days from the date the certificate was issued.

This is a time-limited appointment not to exceed 07/06/2019, the first year of which may be a trial period. Up to two additional time-limited extensions may be made without re-advertising. The total period of employment under this appointment cannot exceed seven years. This is a part-time position (32 hours per week).

Applicants will be required to complete questions contained on the [Declaration for Federal Employment \(OF-306\)](#) at the time a tentative job offer is made. At the time of appointment, selectees will be required to update the OF-306. Certain responses on the form could pose a problem with suitability for employment determinations.

If you are selected for this position, you will be subject to a determination of your suitability for Federal employment. All selectees are subject to an appropriate investigation as a condition of placement into this position. Certain investigation levels may automatically require a credit check after initial job qualifications have been met. For those positions that do not automatically require a credit check, it may later be required if the initial investigation surfaces a potential issue. Visit: [OPM Mythbuster](#)

DHS uses E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about your rights and responsibilities at [click here](#)

If you need a reasonable accommodation for the application and hiring process, please contact 410-636-7099. Decisions on granting reasonable accommodation will be made on a case-by-case basis. Visit [Reasonable Accommodation](#)

How to Apply

How to Apply:

Applicants must submit all of the required information, as stated below, or their application will not be considered.

There are several parts of the application process that affect the overall evaluation of your application:

- * Curriculum Vitae (Resume)
- * Additional required documents (**see Required Documents section below**)

Required Documents:

The following documents are required and **must** be provided by the closing date of the announcement:

*** *A Letter of Application***

- (a) describing how you meet the qualification specified in this vacancy announcement;
- (b) describing your experience mentoring diverse student populations, and/or any experience you have in promoting diversity initiatives, including efforts at creating communities of inclusion;
- (c) listing names, mailing addresses, email addresses, and telephone numbers of at least 3 references; and
- (d) your teaching philosophy.

*** *Curriculum Vitae (Resume)***

*** *Proof of Education Requirement***

You **must provide evidence of your education, submit a legible copy of your unofficial college transcript from an accredited college/university**. The transcript copy must reflect the college/university name and/or logo. Applicants are highly encouraged to proactively order official transcripts to be delivered to their home address so transcripts will be readily available if selected. If selected, you will be required to provide official transcripts in a sealed envelope prior to establishing your start date.

Foreign education completed in foreign colleges or universities may be used to meet federal qualification requirements if you can show that your foreign education is comparable to education received in accredited institutions in the U.S. It is your responsibility to provide such evidence with your application. See Recognition of Foreign Qualifications [click here](#).

*** *Veterans Preference Documents*** If you are claiming veterans' preference, please submit the following documents. Please see [Feds Hire Vets for detail](#).

a. Veterans claiming 5 point veterans' preference must submit legible Member 4 Copy DD214(s) indicating Character of Service. 5-point preference will not be granted if appropriate documentation is not submitted with your application.

b. 30% Disabled Veterans must submit their Member Copy 4 DD-214(s), which includes Character of Service, and VA Disability Letter with percentage of disability OR documentation of disability determination from a branch of the Armed Forces which reflects a compensable service-connected disability of 30% or more.

c. Other 10 point Preference Eligibles must submit applicable Member Copy 4 DD-214(s), which includes Character of Service, and provide documentation of your other 10 point preference. If claiming 10 point preference, you must provide required documentation described on the back of the [SF-15](#) which proves that you are entitled to such preference. 10-point preference will not be granted if appropriate documentation is not submitted with your application.

d. If you are a current active duty military member who does not have a DD214 and is claiming preference under the Veterans Opportunity to Work (VOW) Act, you must

submit certification from the Armed Forces indicating that you will be discharged or released under honorable conditions from active duty within 120 days from the date on the certification. Certifications must be on letterhead from the appropriate military branch and include the following information: military dates of service and expected discharge or release date, character of service, military rank, type of discharge and date when terminal leave will begin. Certifications must be signed by, or by direction of military members' military personnel offices, unit commanders or higher headquarters.

OPM must authorize employment offers for former or current Political Appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information. All documentation as outlined above must be received by the closing date of the announcement.

Applications must be sent electronically via email to

CGA-SMB-FacultyApplications@uscg.mil

Note: This email address is case-sensitive.

What to Expect Next:

To check the status of your application, log on to your USAJOBS account, click on "Application Status," and then click "More Information." You may also opt to receive email notifications of application status changes by logging into your USAJOBS account and enabling notification alerts.

You may or may not be contacted for an interview.