Founded in 1846, the Smithsonian is the world’s largest museum and research complex, consisting of 19 museums and galleries, the National Zoological Park, and nine research facilities. The Smithsonian’s collections represent our nation's rich heritage, art from across the globe, and the immense diversity of the natural and cultural world. The Smithsonian Institution is home to nine research centers and numerous research programs with areas of inquiry spanning the globe and the farthest reaches of the universe. As a steward and ambassador of cultural connections, the Smithsonian’s work helps to build bridges of mutual respect and understanding of the diversity of American and world cultures.

The Office of the Secretary is the immediate support team for the Secretary of the Smithsonian, who is the Institution’s chief executive officer who reports to the Board of Regents. This position would report to the Chief of Staff in the Office of the Secretary.

**DUTIES AND RESPONSIBILITIES**

Oversees the Secretary’s schedule and serve as the prime point of contact for all calendar items for the Secretary.

Manages the process for requesting time on the Secretary’s calendar, and receives and evaluates all incoming requests. Makes further inquiries when necessary in order to present requests to the Secretary.

Prepares materials for the calendar meetings with the Secretary and Chief of Staff, and ensures that materials are provided in a timely manner and well researched. Anticipates questions and logistics associated with scheduling requests.
Assigns and tracks the preparation of briefing materials for the Secretary once items are added to the Secretary’s schedule. Ensures proper formatting and information is provided. Compiles the background briefing materials for the Secretary.

Works as part of a team in the Office of the Secretary to provide support to the Secretary. Engages closely with the other Special Assistants to provide backup administrative support as well as travel and logistics support. Must work well in a team environment.

QUALIFICATIONS

You qualify for this position if you possess one year of specialized experience equivalent to at least the GS-9 level in the Federal Service or comparable system. **For this position specialized experience is defined as:** managing scheduling requests, and calendar inquiries, verbally and in writing; arranging meetings; establishing and maintaining files/records; using different office automation software, (i.e., word processing, spreadsheets, and electronic mail); keeping track of assigned briefing papers; and entry of a variety of date into electronic databases.

To qualify based on education, you must possess a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related; or a combination of education and experience may be combined to meet the basic qualification.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Part-time and/or unpaid experience related to this position will be considered to determine the total number of years and months of experience. Be sure to note the number of paid or unpaid hours worked each week.

HOW YOU WILL BE EVALUATED:

Your application will be evaluated first for the basic qualifications described above. The applicants that meet the basic qualifications will be evaluated further against the following criteria:

- Skill in calendar and logistics support for the most senior level executives in an organization
- Ability to deal with a wide variety of contacts, including donors, high level government officials, foreign officials, and a wide variety of staff
- Ability to work as part of a team supporting a chief executive officer
- Written and oral communication skills

HOW TO APPLY

Your application package must include a resume and cover letter. You may enhance your application by including information relating to the criteria listed above in your resume, cover letter or by attaching extra sheets of paper to your resume to provide detailed information to support each criteria. Do not exceed one page for each criteria. You may use an outline or narrative format to present concise statements of your experience, accomplishments, responsibilities, and education as they relate to the criteria. Applications must be received by the closing date.

E-mail your application package to: executiveresources@si.edu. Please include the announcement number “EX-16-99” in the subject line of your e-mail.

For questions concerning this vacancy, contact: Greg Bettwy at bettwyg@si.edu or (202)-633-6287.

Relocation expenses will not be paid.

The individual selected for this position is subject to a background investigation.

The Smithsonian Institution is an Equal Opportunity Employer. We believe that a workforce comprising a variety of educational, cultural and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oeema

The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application/hiring process, please call (202) 633-6370 (voice) or (202) 633-6409 (TTY).