Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Title of Position: Executive Assistant
Announcement Number: SI-TRUST-23-OI0702
Number of Vacancy: 1

OPEN DATE: July 10, 2023
CLOSING DATE: July 31, 2023
SALARY RANGE: IS-0301-12 ($94,199 - $122,459)
POSITION TYPE: Trust Fund
APPOINTMENT TYPE: Indefinite
SCHEDULE: Full Time
DUTY LOCATION: Washington, DC

Position sensitivity and risk
Non-sensitive (NS)/Low Risk

Open to all qualified applicants

What are Trust Fund Positions?
Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, grants, and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program and may include Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death, and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).

CONDITIONS OF EMPLOYMENT
- Pass Pre-employment Background Check and Subsequent Background Investigation for position designated as low risk
- Complete a 1-year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Authorized to work in the U.S. without sponsorship

OVERVIEW
This position is in the Office of Investments (OI) responsible for executing the investment policy established by the Investment Committee of the Board of Regents, managing the asset allocation, manager selection, liquidity, and all aspects of the investment process with the objective to sustain the growth, safety, and integrity of the Institution’s investment assets. The Chief Investment Officer provides advice to senior management and unit managers on a range of financial issues, including the investment management of the Institution’s resources.
INFORMATION ABOUT THE ROLE
The role of this position will serve as Confidential Assistant to the Chief Investment Officer and is responsible for providing administrative functions such as procurement, personnel management, information technology, travel, for Office of Investment. Duties will be performed with judgment, tact, diplomacy and knowledge of Office of Investment and institution issues and operations are important to success in dealing with competing and controversial interests. The sensitivity of the position requires to have the full trust and confidence of Chief Investment Officer.

Key responsibilities include:
- Coordination of strategic, personnel, and administrative services essential to the direction and operation of the unit.
- Perform varied duties that require application of different and unrelated processes and methods.
- Develops and improves administrative processes and guidelines for the unit.
- Responsible for facilitating, reviewing, and coordinating all matters requiring attention of the Chief Investment Officer.
- Requires complete familiarity with the preferences, priorities, commitments, goals, and style of the Chief Investment Officer to represent desires to direct reports, give advice and guidance, recognize how different situations should be dealt with, etc.
- Assists the Chief Investment Officer in identifying and developing long-term planning and business plans, participates in developing initiatives and special projects, and regularly reviews and monitors’ progress.
- Prepares a wide variety of correspondence, memoranda, reports, and other documentation.
- Oversees the procurement activities to include serving as the unit’s primary procurement delegate and assisting in managing the accountable property program.
- serves as the Human Resources Liaison between the Chief Investment Officer and managers and the Office of Human Resources to prepare various recruitment documents and assist with performance plans and appraisals and timekeeping functions.
- Provides a full range of domestic and foreign travel assistance including making and confirming travel arrangements, preparing travel authorizations and vouchers, and providing general guidance.

Requirements and Qualifications:

Education/Knowledge /Qualifications
To qualify for this position, applicants must possess the following: six years of specialized experience, knowledge of or familiarity with the investment management industry preferred.

- Bachelor of Science or Bachelor of Arts

Knowledge and experience required for this role include but are not limited to:
- Knowledge of qualitative and quantitative analytical techniques and the ability to research substantive issues, verify material, resolve discrepancies, and formulate solutions to problems
- Skill in researching, gathering, and evaluating information, and preparing factual reports on a variety of topics including investment management.
- Execute administrative functions relating to personnel actions, making travel arrangements, and record time and attendance.
- Independently and proactively managing or tracking multiple tasks and or projects in an organized manner.
- Effectively communicate both orally and in writing with internal and external stakeholders.
- Ability to work effectively with a variety of personnel at all levels, including the highest executive level, both within and outside the Smithsonian. Great tact and discretion are required.
- Experience using Power Point, Excel, Concur, and other automated systems.

WORK ENVIRONMENT
Work is in an office setting. The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meetings and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

Please Note
Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.
Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

**HOW TO APPLY**

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<tr>
<th>Please forward a resume, and transcript to:</th>
<th>Email address: <a href="mailto:oiinfo@si.edu">oiinfo@si.edu</a></th>
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<tbody>
<tr>
<td></td>
<td>Please include the position title in the subject line:</td>
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<td>Office of Investments Executive Assistant</td>
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Applications received on or before **Monday, July 31, 2023, at 5:00 pm EST** will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year); and average number of hours worked per week.

**What to expect next:**

Once the vacancy announcement closes, we will review your experience and credentials to determine if there is a match against the requirements of this open position. After our review of applicants is completed, qualified candidates’ résumés will be referred to the hiring manager.

**Relocation expenses are not paid.**

The Smithsonian values employee wellness, work-life balance and offers several exceptional benefits to its employees. To review our Benefit programs please click the link: [https://www.si.edu/ohr/benefits](https://www.si.edu/ohr/benefits)

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the point-of-contact listed in the “How To Apply” section below. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian’s [Accommodation Procedures](#).

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/oemma](http://www.si.edu/oemma)