



### Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

**Title of Position: Special Assistant**  
**Announcement Number: SITRUST-23-OUSE0105**  
**Number of Vacancy: 1**

<b>OPEN DATE:</b>	January 11, 2023
<b>CLOSING DATE:</b>	January 25, 2023
<b>SALARY RANGE:</b>	\$94,199 - \$122,459
<b>POSITION TYPE:</b>	Trust Fund
<b>APPOINTMENT TYPE:</b>	Indefinite
<b>SCHEDULE:</b>	Full Time
<b>DUTY LOCATION:</b>	Washington DC
<b>Position sensitivity and risk</b>	
<a href="#">Non-sensitive (NS)/Low Risk</a>	
<b>Open to all qualified applicants</b>	

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the Human Resources Specialist listed. 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: <https://www.si.edu/OEEMA/IndividualswithDisabilities>.

#### KEY REQUIREMENTS

- 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
- Males born after 12/31/59 must be registered with Selective Service
- Authorized to work in the U.S. without sponsorship

## CONDITIONS OF EMPLOYMENT

COVID-19 VACCINATION REQUIREMENTS: For the latest information on the COVID-19 vaccination requirements and its impact on your application, click on Smithsonian Institution's [Frequently Asked Questions](#).

## OVERVIEW

This position is located in the Office of the Under Secretary for Education (OUSE) responsible for defining the Institution's educational priorities. OUSE oversees the Smithsonian's collective initiatives, communication strategies and funding for programs that benefit learners of all ages. Annually, through its museums, outreach programs, research centers, web sites, magazines and TV channel, the Smithsonian provides a multitude of educational experiences. It employs more than 300 education professionals assisted by more than 600 volunteers. In addition, OUSE provides direct support for the OUSE units.

## INFORMATION ABOUT THE ROLE

The incumbent of this position serves as Special Assistant to the Under Secretary for Education (USE). The purpose of this position is to assure that the Under Secretary manages and meets all of her priorities and obligations. This role translates directly into the Office of the Under Secretary for Education (OUSE) meeting its priorities and obligations.

### **Key responsibilities include:**

- Evaluates the needs of visitors and incoming correspondence. Takes action to resolve problems within established policy.
- Controls daily and long-range calendars by making appointments and arranging meetings.
- Maintains office official files.
- Prepares briefings, papers, publications, synopses of correspondence reports, and other communications using various software.
- Carries out a broad range of special, confidential, and/or sensitive projects and assignments on behalf of the Directors which involve administrative, policy, or operational matters.
- 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.

## QUALIFICATIONS

To qualify for this position, applicants must possess one year of specialized experience equivalent to the GS-11 level. **For this position, specialized experience is defined as** supporting an executive in the areas of managing calendars and travel; responding to inquiries, concerns, and requests from internal and external customers; preparing briefings and papers; carrying out special projects; and proving a full range of domestic and foreign travel assistance to include making and confirming travel arrangements, preparing travel authorizations and vouchers, providing general guidance.

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.

**Knowledge and experience required for this role include but are not limited to:**

- Comprehensive knowledge and skill in planning and coordinating a wide variety of administrative activities.
- Skill in written communication to prepare, review, and edit correspondence, email, and reports for Directors.
- Skill in customer service to respond to inquiries and assignments from multiple sources; to anticipate and respond to the needs of the Directors, and to support the collaborations between the Directors’ office and internal and external contacts.
- Knowledge and skill to use the latest technology to support office operations.

**EDUCATION**

There is no positive education requirement for this position. Education can be used as a substitution for specialized experience at the GS-11 level. To qualify for this position substituting specialized education for specialized experience, you must have the following: 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.

**WORK ENVIRONMENT**

Work is in office setting, with public presentations and activities taking place in museum education facilities, museum observatory, museum exhibits, professional conferences, electronic classrooms, or other classroom settings.

**Please Note**

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery." Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

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.

**TO APPLY**

<b>Please forward a resume, and transcript to:</b>	OUSE-Administration@si.edu Please include the position title: <b>OUSE Special Assistant</b> in the subject line.
Applications received on or before <b>January 25, 2023, at 5pm ET</b> 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.  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. <b>What to expect next:</b> After our review of applicants is completed, qualified candidates’ résumés will be referred to the hiring manager.	

**What are Trust Positions?**

Trust Fund positions are unique to the Smithsonian. They are paid from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, and 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 which is similar to the federal benefit program. On job announcements, trust jobs are designated with the pay plans IS, HG, IL or AE. Federal jobs are designated with pay plans GS, WG or SL.

**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>

We ask that the attached Applicant Demographic Survey Form be completed by candidates, except **Smithsonian Institution employees**, and returned with application materials. This form is for gathering statistical information and will not be considered a part of the application.

**DEMOGRAPHIC INFORMATION ON APPLICANTS**

**OMB No.: 3046-0046**

**Expiration Date: 7/31/2023**

<b>Vacancy Announcement No.</b>
<b>Position Title:</b>

**YOUR PRIVACY IS PROTECTED**

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for a position, or to anyone else who can affect your application. This form will not be placed in your Personnel file, nor will it be provided to your supervisors in your employing office should you be hired. The aggregate information collected through this form will be kept private to the extent permitted by law. See the Privacy Act Statement below for more information.

Completion of this form is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Thank you for helping us to provide better service.

**1. How did you learn about this position? (Check One):**

- Agency Internet Site recruitment
- Private Employment Web Site Other
- Internet Site
- Job Fair
- Newspaper or magazine
- Agency or other Federal government on campus
- School or college counselor or other official Friend
- or relative working for this agency.
- Private Employment Office
- Agency Human Resources Department (bulletin board or other announcement) Federal,
- State, or Local Job Information Center
- Other

**2. Sex (Check One):**

- Male
- Female

**3. Ethnicity (Check One):**

- Hispanic or Latino** - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic or Latino*

**4. Race (Check all that apply):**

- American Indian or Alaska Native** - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- 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.
- Black or African American** - a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- White** - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**5. Disability/Serious Health Condition**

The next questions address disability and serious health conditions. Your responses will ensure that our outreach and recruitment policies are reaching a wide range of individuals with physical or mental conditions. Consider your answers without the use of medication and aids (except eyeglasses) or the help of another person.

**A. Do you have any of the following? Check all boxes that apply to you:**

- Deaf or serious difficulty hearing
- Blind or serious difficulty seeing even when wearing glasses
- Missing an arm, leg, hand, or foot
- Paralysis: Partial or complete paralysis (any cause)
- Significant Disfigurement: for example, severe disfigurements caused by burns, wounds, accidents, or congenital disorders
- Significant Mobility Impairment: for example, uses a wheelchair, scooter, walker or uses a leg brace to walk
- Significant Psychiatric Disorder: for example, bipolar disorder, schizophrenia, PTSD, or major depression
- Intellectual Disability (formerly described as mental retardation)
- Developmental Disability: for example, cerebral palsy or autism spectrum disorder
- Traumatic Brain Injury
- Epilepsy or other seizure disorder
- Other disability or serious health condition: for example, diabetes, cancer, cardiovascular disease, anxiety disorder, or HIV infection; a learning disability, a speech impairment, or a hearing impairment (if this applies to you, please go to Section A.1.)

*If you did not select one of the options above, please indicate whether.*

- None of the conditions listed above apply to me.
- I do not wish to answer questions regarding disability/health conditions.

**A.1. Other Disability or Serious Health Condition (Optional)**

You indicated that you have a disability or a serious health condition. If you are willing, please select the

conditions listed below that apply to you. As explained above, your responses will not be shown to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. All responses will remain private to the extent permitted by law. See the Privacy Act Statement below for more information.

Please check all that apply:

- I do not wish to specify any condition.
  - Alcoholism
  - Cancer
  - Cardiovascular or heart disease
  - Crohn's disease, irritable bowel syndrome, or other gastrointestinal impairment Depression,
  - anxiety disorder, or other psychological disorder
  - Diabetes or other metabolic disease Difficulty
  - seeing even when wearing glasses Hearing
  - impairment
  - History of drug addiction (but not currently using illegal drugs)
  - HIV Infection/AIDS or other immune disorder Kidney
  - dysfunction: for example, requires dialysis Learning
  - disabilities or ADHD
  - Liver disease: for example, hepatitis or cirrhosis
  - Lupus, fibromyalgia, rheumatoid arthritis, or other autoimmune disorder Morbid
  - obesity
  - Nervous system disorder: for example, migraine headaches,
  - Parkinson's disease, or multiple sclerosis
  - Non-paralytic orthopedic impairments: for example, chronic pain, stiffness, weakness in
  - bones or joints, or some loss of ability to use parts of the body
  - Orthopedic impairments or osteo-arthritis
  - Pulmonary or respiratory impairment: for example, asthma, chronic bronchitis, or TB
  - Sickle cell anemia, hemophilia, or other blood disease
  - Speech impairment
  - Spinal abnormalities: for example, spina bifida or scoliosis Thyroid
  - dysfunction or other endocrine disorder
  - Other. Please identify the disability/health condition, if willing:
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### *PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS*

**Privacy Act Statement:** This Privacy Act Statement is provided pursuant to 5 U.S.C. 552a (commonly known as the Privacy Act of 1974). The authority for this form is 5 U.S.C. 7201, which provides that the Office of Personnel Management shall implement a minority recruitment program, by the Uniform Guidelines on Employee Selection Procedures, 29 C.F.R. Part 1607.4, which requires collection of demographic data to determine if a selection procedure has an unlawful disparate impact, and by Section 501 of the Rehabilitation Act of 1973, which requires federal agencies to prepare affirmative action plans for the hiring and advancement of people with disabilities. Data relating to an individual applicant are not provided to selecting officials. This form will be seen by Human Resource Personnel in the Office of Personnel Management (who are not involved in considering an applicant for a particular job) and by Equal Employment Opportunity Commission officials who will receive aggregate, non-identifiable data from the Office of Personnel Management derived from this form.

**Purpose and Routine Uses:** The aggregate, non-identifiable information summarizing all applicants for a position will be used by the Office of Personnel Management and by the Equal Employment Opportunity Commission to determine if the executive branch of the Federal Government is effectively recruiting and selecting individuals from all segments of the population. **Effects of Nondisclosure:** Providing this information is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

**Paperwork Reduction Act Statement:** The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is five (5) minutes per response, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to [INSERT: Agency name and address] and to the Office of Management Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.