Position: Scheduler and Project Coordinator, IS-0301-9/11
Organization: Office of the Regents
Salary: $53,435 - $84,044 per year
Location: Washington, D.C.
Who May Apply: Open to all candidates eligible to work in the U.S.

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 Regents provides senior staff support and counsel to the Board of Regents and its committees; facilitates communication with key Smithsonian leadership; and advises the Regents on policies, programs, and activities. The Board of Regents, which consists of the Chief Justice of the United States, the Vice President of the United States, three Senators, three Congressmen, and nine private citizens, provides overall oversight of the Smithsonian.

DUTIES AND RESPONSIBILITIES

Responsible for the scheduling of all Board of Regents’ meetings, committee meetings, speaking engagements, ceremonies, travel, and similar obligations. Serves as the primary point-of-contact for all calendar items for the Office of the Regents staff. Anticipates questions and logistics associated with scheduling requests.

Prepares and distributes meeting and briefing materials to the Regents and Smithsonian staff by approved deadlines.
Works with the Office of Special Events and Protocol on logistics and catering for Regent meetings, tracks meeting attendance, assists speakers, and makes other arrangements (a/v, parking, transportation, etc.).

Responsible for all administrative functions of the Office. Oversees office filing system and serves as liaison with Smithsonian Archives. Assists with procurement and travel. Prepares purchase orders, travel documents, reimbursements, etc. Orders supplies. Maintains Office of the Regents’ webpage and master calendar on the Smithsonian’s website. Requests building maintenance service and tracks to completion.

Facilitates written and oral communications with the Regents and Smithsonian staff. Reviews inquiries, recommendations, and other communications forwarded to the Office of the Regents and ensures effective follow-up at all levels. The highest degree of professionalism, flexibility, and accommodation is required in all communications.

Works as part of a team in the Office of the Regents to provide support to the members of the Board of Regents. Must work well in a team environment.

Performs other duties as assigned.

QUALIFICATIONS

Experience at GS-9: You qualify for this position if you possess one of the following:

- One year of specialized experience equivalent to at least the GS-7 level in the Federal Service or equivalent private sector experience. 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.

  OR

- To qualify based on education and not experience, you must possess a Master’s or equivalent graduate degree; or 2 full years of progressively higher level graduate education leading to such a degree; or LL.B. or J.D., if related.

  OR

- A combination of education and experience may be combined to meet the basic qualification.

Experience at GS-11: You qualify for this position if you possess one of the following:

- One year of specialized experience equivalent to at least the GS-9 level in the Federal Service or equivalent private sector experience. For this position specialized experience is defined as: providing day-to-day office management including 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. In addition, work assignments should include recommending changes in administrative practices and to foresee administrative problems and requirements; and correcting and formatting correspondence and producing final documents.

**OR**

- To qualify based on education and not experience, 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;**

- **Demonstrated ability to:**
  
  o Be highly organized and efficient, with the ability to pay exceptional attention to detail;

  o Deal with a wide variety of contacts, including donors, high level government officials, foreign officials, and a wide variety of staff;

  o Synthesize information from a variety of sources to prepare correspondence, reports, etc.;
Impart information in an effective manner both orally and in writing.

- Knowledge of business office practices, and experienced in office skills, i.e., word processing, organization, establishment of filing and procedural systems, operation of standard office equipment; and,

- Ability to work as part of a team supporting a senior executives;

HOW TO APPLY

Your application package must include a resume, cover letter, and writing sample. Applications must be received by the closing date.

E-mail your application package to: executiveresources@si.edu. Please include the announcement number “EX-16-98” in the subject line of your e-mail.

For questions concerning this vacancy, contact: Suleyka Lozins at LozinsS@si.edu or (202) 633-6334.

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/eema

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).