



Announcement Number: 23-1774-WE-SR-AD

Hiring Agency: United States Coast Guard

Position Title: Instructor (HPE/Head Softball Coach)

Open Period: March 13, 2023 through March 23, 2023

Pay Plan/Series/Grade: AD-1710-00

Salary: Commensurate with experience

Duty Location: New London, CT

For More Info, you may contact: Katherine Bossardet, 860-444-8600

Overview

Who May Apply: This vacancy is open to U.S. Citizens only.

Security Clearance Required: Non-sensitive

Duration Appointment: This is an appointment as Softball Coach on the athletic faculty at the Coast Guard Academy. Consistent with Federal hiring practices, the first year may be a trial period. This position is a 12 month position.

Marketing Statement

The USCGA is an NCAA Division III institution & is a highly selective federal military college that provides a rigorous undergraduate program. The attractive riverside campus is home to a nationally & internationally representative student body of about 1,000 diverse Cadets, of which approximately 60% compete at the NCAA Division III level in 23 intercollegiate varsity sports. The Coast Guard Academy is committed to building a diverse faculty of teacher-scholars and athletic coaching staff who collaborate

to provide a multi-disciplinary, hands-on approach to Cadet learning and leadership development. We believe that individuals from diverse backgrounds strengthen our programs and positively impact Cadet success. The Academy provides the professional education and training required to prepare young women/men for careers as commissioned officers in the USCG, one of our Nation's five Armed Services. The Academy offers B.S. degrees in nine academic majors: Civil and Environmental Engineering, Electrical Engineering, Cyber Systems, Mechanical Engineering, Naval Architecture and Marine Engineering, Operations Research and Data Analytics, Marine and Environmental Sciences, Management and Government. The Academy is located near the shoreline of southeastern Connecticut, midway between New York & Boston, & is within commuting range of regional, as well as national, colleges & universities in the CT/RI/MA tri-state area. The USCGA is an Equal Opportunity Employer. Visit <https://www.uscga.edu> for more information.

Summary

The U.S. Coast Guard Academy, located in New London, Connecticut, invites applications for the position of Softball Coach. The Academy seeks an individual with a proven leadership background, strong coaching background and experience and understanding of NCAA Division III athletics and philosophy.

Supervisory Position: No

Relocation Authorized: Yes

Travel Required: Occasionally

Major Duties

The successful candidate will serve as the Head Coach of the NCAA Division III softball team at the Coast Guard Academy. The selectee will also teach physical education classes with an average course load of approximately 12 contact hours per semester. Course instruction may include aquatics, fitness, lifetime sports, personal defense and elective offerings. The selectee will also administer aquatics and physical fitness testing. The selectee will liaise with the Admissions Division to recruit student athletes from all segments of society to create a diverse and inclusive team environment.

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

Qualifications

Minimum degree requirements:

The successful candidate must have earned a Master's Degree. An undergraduate or graduate degree in Physical Education, Sport/Leisure Management, Athletic Administration, Health, Exercise Science, Education or related field is required.

Minimum specialized experience:

The successful candidate must have physical education teaching experience and three years collegiate softball coaching experience.

In addition to the above minimum qualifications, successful candidates will possess the following:

Demonstrated experience in the recruiting and retention of diverse and academically qualified high-level student athletes.

Demonstrated experience in practice planning and in-game supervision and a proven record of strategy and mechanics in the sport of softball.

Demonstrated expertise in an area of the game of softball to include but not limited to: offensive strategies (hitting, base running), defensive (pitching, defensive positioning), etc.

Demonstrated experience performing the day-to-day operations of a collegiate softball coach including budgeting, scheduling, use of social media, relations with local media and alumni relations.

Working knowledge and proven compliance of NCAA rules and regulations.

Demonstrated experience teaching Health and Physical Education courses.

Proven experience teaching, coaching and/or mentoring diverse student populations and/or promoting equity and diversity initiatives.

Demonstrated alignment with the U. S. Coast Guard Academy's core values.

Demonstrated commitment to a positive and safe environment.

Demonstrated communication and interpersonal skills.

Demonstrated professional development in coaching and teaching fields.
Must possess a valid state driver's license.

Requirements

All qualification requirements must be met by the closing date of the announcement.

Education Requirements

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 a conventional U.S. education program. It is your responsibility to provide such evidence when applying. For further information please visit this web site: <https://www.state.gov/family-liaison-office/family-member-employment/family-member-employment-in-the-d-c-area/evaluation-of-foreign-degrees/>

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.

Evaluations

All application materials must be submitted by the closing date of the announcement.

Benefits

DHS offers an attractive benefits package that includes 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 Information

Moving expenses will be in paid in accordance with regulations. Note that relocation benefits are limited if the selectee is a new hire to the government.

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.

The tentative selectee 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, the selectee will be required to update the OF-306. Certain responses on the form could result in disqualification for appointment based on suitability determinations.

The tentative selectee will be required to provide a copy of the front and back of their valid state driver's license.

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 <https://www.e-verify.gov/>.

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

For Veterans' preference eligibility, visit [Veterans' Employment Resources](#) and see the Required Documents section of this vacancy announcement.

In alignment with Federal hiring policies, more than one 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.

If you need a reasonable accommodation for the application and hiring process, please contact 860-444-8600. Decisions on granting reasonable accommodation will be made on a case-by-case basis. Visit <https://www.dhs.gov/reasonable-accommodations-dhs> 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.

How to Apply

Applications must be sent electronically via e-mail to:

athleticsearch@uscga.edu

Applicants must submit all the required information described below by 11:59 PM ET on the closing date of the announcement or their application will not be considered.

There are several required documents in the application process that impact the overall evaluation of your application. Please ensure that each attached document is less than 3MB in size. It may be helpful to be sure attached files are in .pdf format, in black and white, and at a resolution of 200 dpi.

1) Curriculum Vitae (Resume). *(Save file with the following filename: Last Name, First Initial_CV.pdf.)*

2) A Letter of Application *(Save file with the following filename: Last Name, First Initial_ApplicationLetter.pdf.)*

(a) describing how you meet the minimum degree and specialized experience qualifications, as well as the additional qualifications criteria specified in this vacancy announcement; and

(b) listing names, mailing addresses, email addresses, and telephone numbers of at least three professional references.

3) A written statement (one page or less) describing your coaching philosophy. *(Save file with the following filename: Last Name, First Initial_CoachPhilStmt.pdf.)*

4) Proof of Education Requirement (Unofficial Transcripts).
(Save file with all consolidated transcripts with the following filename: Last Name, First Initial_Transcripts.pdf.)

You must provide evidence of your education by submitting legible copies of your unofficial degree transcripts from accredited colleges/universities. The transcript copies must reflect the college/university name and/or logo. Applicants are highly encouraged to proactively order a copy of their official transcripts to be delivered to their home address and be readily available. If selected for an on-campus visit, you will be required to provide official transcripts (e.g., in a sealed envelope) to the Human Resources Office at that time. 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. Additional information is available on the Department of State site under evaluation of foreign degrees for a U.S. Government application, linked here:

<https://www.state.gov/family-liaison-office/family-member-employment/family-member-employment-in-the-d-c-area/evaluation-of-foreign-degrees/>

Additionally, if you are claiming Veterans' preference or if you are currently on active duty:

5) Member 4 copy of latest-issued DD-214. Please see [Feds Hire Vets](#) for details. *(Save file with the following filename: Last Name, First Initial_DD214.pdf.)*

(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 4 Copy DD-214(s), which includes Character of Service, a fully completed [SF-15](#), 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. *(Save file with the following filename: Last Name, First Initial_DD214.pdf; Last Name, First Initial_SF15.pdf; and Last Name, First Initial_VAltr.pdf.)*

(c) Other 10 point Preference Eligibles must submit applicable Member 4 Copy DD-214(s), which includes Character of Service, a fully completed [SF-15](#), and all 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. *See above for guidance on titling documents.*

(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 document. 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. *(Save file with the following filename: Last Name, First Initial_ActiveDutyCert.pdf.)*

Finally, if you are a current or former civil service employee:

6) The most recent SF-50 generated for your employment showing your title/series/grade, salary, type of appointment, and service computation date.

What to Expect Next

You will receive an acknowledgement of the receipt of your application. If you do not receive such confirmation, do not assume your application was received. All applicants will receive notification regarding selection or non-selection.