



Announcement Number: 24-2419-WE-SW-DE

Hiring Agency: United States Coast Guard

Position Title: Deputy Director of Admissions, GS-0301-14

Open Period: 07/19/2024 to 08/08/2024

Series/Grade: GS – 0301 14

Salary: USD \$137,680 - USD \$178,986 /Per Year

Work Schedule: Full-time

Promotion Potential: GS - 14

Duty Location(s): 1 vacancy in in New London, CT, US

For More Info: USCG Applicant Support
866-656-6830
mgshelp@monster.com

Overview

Hiring Page: Open to the public

Who May Apply/Clarification From the Agency: U.S. Citizens.

Security Clearance Required: Other

Appointment Type: Permanent

Marketing Statement:

The Department of Homeland Security (DHS) is calling on those who want to help protect American interests and secure our Nation. DHS Components work collectively to prevent terrorism; secure borders and our transportation systems; protect the President and other dignitaries; enforce and administer immigration laws; safeguard cyberspace; and ensure resilience to disasters. We achieve these vital missions through a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Apply for this exciting position to support U.S. Coast Guard (USCG) missions of safeguarding our Nation's maritime interests in the heartland, in the ports, at sea, and around the globe.

Summary:

This position is located in the Department of Homeland Security, U.S. Coast Guard Academy, Admissions Division, New London, CT.

Supervisory Position:

No

Relocation Expenses Reimbursed:

Yes.

Moving expenses may be paid in accordance with appropriate regulations.

Travel Required:

25% or less.

Travel of less than 25% may be required

Duties

The primary purpose of this position is to plan and direct the personnel, operations, information technology, and financial activities of the Coast Guard Academy's Admissions Division staff and admission programs. In addition, the incumbent independently coordinates the marketing, recruitment, support, volunteer and outreach activities of the Admissions Division. As the Deputy Director of Admissions, the incumbent has complete responsibility for meeting annual enrollment goals by planning, setting Division priorities and operating procedures, budgeting, training and supervising staff, providing oversight for admissions events and activities, and leading assessment activities.

Being a Coast Guard civilian makes you a valuable member of the Coast Guard team.

Typical work assignments include:

- Serving as a subject matter expert in the complex field of college admissions and directly responsible for developing, coordinating and executing the Academy's marketing, communication, recruitment, and outreach plans under the umbrella of the Strategic Enrollment Management Plan.
- Managing all phases of planning and executing annual \$3M budget as well as personnel management of the staff in the office.
- Making numerous presentations to both small and large audiences on a frequent basis including interested applicants, families, visitors, CGA Senior Leadership Team, CGA Board of Trustees and other Flag level officers as needed.
- Planning, setting Division priorities and operating procedures, budgeting, training and supervising staff, providing oversight for admissions events and activities, and leading assessment activities in order to meet annual enrollment goals.
- Accomplishing work through the technical and administrative direction of others, including assigning and reviewing work, approving leave, and performing other supervisory functions.

Qualifications and Evaluations

Requirements:

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

Education Requirements:

This position does not have a positive education requirement. If you are 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. See Required Documents section for detail.

FOREIGN EDUCATION: 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 educational institutions in the United States. It is your responsibility to provide such evidence with your application. See Recognition of Foreign Qualifications [click here](#)

Evaluations:

We will review your résumé and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, your experience, education and training will be rated using the on-line assessment to place you in one of three categories.

The necessary Knowledge, Skills, and Abilities to perform this job are:

- Knowledge of emerging trends within the world of admissions and enrollment management in higher education.
- Knowledge in budgetary formulation and execution.
- Knowledge of qualitative and quantitative methods for ongoing assessment and improvement of programs.
- Ability to communicate both orally and in writing.
- Ability to supervise a wide range of civilian and military employees and functions.

If you meet the minimum qualifications, you will be placed in one of the following categories:

1. Best-Qualified: Applicants possessing experience that substantially exceeds the minimum qualifications of the position and demonstrate high proficiency in all of the critical competencies, including all Selective Placement Factors (SPF) and appropriate Quality Ranking Factors (QRF) as determined by the job analysis.
2. Well-Qualified: Applicants possessing experience that exceeds the minimum qualifications of the position and demonstrates acceptable proficiency in all of the critical competencies, including all SPFs and appropriate QRFs as determined by the job analysis.
3. Qualified: Applicants possessing experience that meets the minimum qualifications of the position and demonstrate basic proficiency in most of the critical competencies, including all SPFs and appropriate QRFs as determined by the job analysis.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. Your resume and responses to the self-assessment questions are an integral part of the process for determining your qualifications for the position. Therefore, you must support your responses to the self-assessment questions by providing examples of past and present experience in your resume.

Veterans with 5-point preference who meet the eligibility and qualification requirements are placed above non-preference eligibles within the category in which they are qualified. Veterans who have a compensable service-connected disability of at least 10% are listed in the best qualified category, except when the position being filled is scientific or professional at the GS-09 grade level or higher. For information on veterans' preference, [click here](#).

Qualifications:

Qualifications for GS-14: At least one year of specialized experience equivalent to at least the GS-13 grade level in the Federal service. Specialized experience is experience that has equipped you with the particular ability, skill, and knowledge to successfully perform the duties of this position and is typically in or related to this line of work. Examples include: experience in admissions and enrollment in higher education, including employment of technologies, demographic shifts of college students; experience in managing campus visit programs; experience in enrollment management, recruitment and selection of incoming classes; knowledge of admissions criteria in relation to a military academy; and experience in budgetary management and formulation.

National Service Experience (i.e., volunteer experience): 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.

The Office of Personnel management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule, C, Non-career SES or Presidential Appointee employee in the Executive Branch, you must disclose this information to the Human Resources Office.

Benefits and Other Info

Agency Benefits:

DHS offers competitive salaries and an attractive benefits package, including: 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 benefits may include: flexible work schedules; telework; tuition reimbursement; transportation subsidies; uniform allowance; health and wellness programs; and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, go to the DHS Careers website and select "Benefits". Disabled veteran leave will be available to any Federal employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more.

Other Information:

Applicants will be required to complete questions contained on the Declaration for Federal Employment (OF 306) at the time a tentative job offer is made. Certain responses on the form could pose a problem with suitability for employment determinations. If you receive a conditional offer of employment for this position, you will be required to complete/make updates to the OF-306 and to sign and certify the accuracy of all information in your application, prior to entry on duty. False statements on any part of the application may result in withdrawal of offer of employment, dismissal after beginning work, or imprisonment.

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 e-Verify, including your rights and responsibilities at [click here](#)

Recruitment incentives may be authorized.

This is a supervisory position, under provisions of the Civil Service Reform Act, first time supervisors and/or managers will be required to serve a one-year probationary period.

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

The Department of Homeland Security encourages persons with disabilities to apply, to include persons with intellectual, severe physical or psychiatric disabilities, as defined by 5 CFR § 213.3102(u), and/or Disabled Veterans with a compensable service-connected disability of 30 percent or more as defined by 5 CFR § 315.707. Veterans, Peace Corps/VISTA volunteers, and persons with disabilities possess a wealth of unique talents, experiences, and competencies that can be invaluable to the DHS mission. If you are a member of one of these groups, you may not have to compete with the public for federal jobs. To determine your eligibility for non-competitive appointment and to understand the required documentation, click on the links above or contact the Servicing Human Resources Office listed at the bottom of this announcement.

More than 1 selection may be made from this announcement if additional identical vacancies in the same title, series, grade, and unit occur within 45 days from the date the certificate was issued.

If you need a reasonable accommodation for the application and hiring process, please contact 860-444 8508. Decisions on granting reasonable accommodation will be made on a case-by-case basis. Visit [Reasonable Accommodation](#)

How to Apply

How to Apply:

Complete applications for this vacancy must be received on-line by 11:59p.m ET on the closing date of the announcement. To begin your online application, click the Apply Online button and follow the prompts to register or sign in to USAJOBS, take the online questionnaire and submit the required documents to provide proof of qualifications. If you are claiming veterans' preference, you will be required to submit proof. See Required Documents section for more detail regarding a complete application package.

High self-assessment in the vacancy questions that is not supported by information in your resume and/or supporting documents may impact you or eliminate you from consideration.

If claiming eligibility under the VOW Act: The VOW Act requires Federal agencies to treat active duty service member as veterans, disabled veterans, and preference eligibles, when they submit, at the time they apply for a Federal job, a "certification" of active service in lieu of a DD214. In order to be considered under the VOW Act, the certification must specify that the service member is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the date the certification is submitted with your application package for this job announcement. The certification 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. Agencies are required to verify a qualifying separation from military service prior to appointment, through the DD214 or other appropriate documentation. Your preference and/or appointment eligibility will be verified prior to appointment.

If applying on-line poses a hardship to you, the Help Desk listed on the announcement will provide assistance to ensure that applications are submitted on-line by the closing date. You must contact the Help Desk prior to the closing date of this announcement to receive assistance. Hours of operation: Monday through Friday, 7:00 a.m. to 7:00 p.m. ET, excluding Federal holidays.

Required Documents:

1. Your resume
2. Your responses to the online questionnaire
3. If you are qualifying based on education, submit a legible copy of your unofficial college transcript from an accredited college/university. The transcript copy 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 so transcripts will be readily available if selected. If selected, you will be required to provide official transcripts prior to establishing your start date. 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. See Recognition of Foreign Qualifications [click here](#)
4. If you are claiming special priority selection rights under the Interagency Career Transition Assistance Program (ICTAP), you must submit a copy of your agency notice, most recent performance rating and most recent SF-50, Notification of Personnel Action, noting your current position, grade level and duty location. If you have never worked for the federal government, you are not ICTAP eligible. To be considered eligible, you must be placed in the well-qualified category for this position. Please see [ICTAP eligibility](#).
5. If you are claiming veterans' preference, please submit the following documents. Please see [Feds Hire Vets for detail](#).
 - 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 Copy 4 DD-214(s), which includes Character of Service, 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.
 - c. Other 10 point Preference Eligibles must submit applicable Member Copy 4 DD-214(s), which includes Character of Service, and provide documentation of your other 10 point preference. If claiming 10 point preference, you must provide 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.
 - d. If you are a current active duty military member who does not have a DD214 and is claiming eligibility under the Veterans Opportunity to Work (VOW) Act, you must submit certification from the Armed Forces indicating you will be discharged/released under honorable conditions from active duty within 120 days from the date you submit your certification as part of your application for this announcement. See the

"How to Apply" section of this announcement for information on specific requirements for VOW certifications.

6. 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. Submit proof of your former or current status, such as your SF-50. Please see [here](#).

All documentation as outlined above must be received by the closing date of the announcement. If you are unable to submit your documents electronically, you may fax or mail the documents. A fax cover sheet will be provided to you from the system, with fax number and instructions to transmit the requested documents. The required documents will also be accepted by mail and must be received by the closing date of the announcement. The mailing address is U.S. Coast Guard, Attn: Office of Civilian Human Resources (Jobs), CG-123WE, 2401, Hawkins Point Road, Bldg 1, Mail Stop 4, Baltimore, MD 21226.

Next Steps:

Once the announcement is closed, we will conduct an evaluation of your application and qualifications to determine your ranking. The most qualified applicants will be referred to the hiring manager for further consideration. To check the status of your application, log on to your USAJOBS account, click on "[Track this Application](#)".

For more information on applying for federal employment [click here](#).

Any offers of employment made pursuant to this announcement will be consistent with all applicable authorities, including Presidential Memoranda, Executive Orders, interpretive U.S. Office of Management and Budget (OMB) and U.S. Office of Personnel Management (OPM) guidance, and Office of Management and Budget plans and policies concerning hiring. These authorities are subject to change. Applying to this announcement certifies that you give permission for DHS to share your application with others in DHS for similar positions.