



UNITED STATES DEPARTMENT OF EDUCATION
VACANCY ANNOUNCEMENT
CAREER INTERN PROGRAM
Excepted Service Position

Employing Office: U. S. Department of Education, Office for Civil Rights (OCR), 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114

Announcement Number: OCR-2010-CIP-Cleveland-01

Opening Date: 08/03/2010

Closing Date: 08/17/2010

Position Title/Series and Grade: Equal Opportunity Specialist, GS-0360-07/09

Promotion Potential: GS-12

Grade: 07

Salary Range: \$40,326 to \$52,428 per annum

Grade: 09

Salary Range: \$49,327 to \$64,120 per annum

Please specify what grade level(s) you wish to be considered for.

What is the Career Intern Program: The Career Intern Program (CIP) is designed to attract and recruit exceptional individuals to Federal careers. Individuals selected will participate in a 2-year formal training program in the excepted service with job assignments designed to develop competencies appropriate to the agency's mission and needs. Upon successful completion of the 2-year internship, the intern will be eligible for immediate conversion to a career or career conditional appointment in the competitive service.

Area of Consideration: All Recruiting Sources. Applications will only be accepted from U.S. Citizens.

Bargaining Unit: Yes

Work Schedule: Full-Time

Number of Positions: One position

DUTIES: This Equal Opportunity Specialist trainee position participates on a civil rights and compliance team in Cleveland, Ohio that supports the mission of the Department and OCR's strategic plan by performing a variety of civil rights compliance activities including assisting in the investigation of complaints, assisting in compliance reviews and monitoring compliance agreements. OCR has responsibility for developing and administering a comprehensive program to ensure that recipients of Federal financial assistance from the Department comply with non-discrimination provisions. The incumbent receives closer supervision; scope of duties of the position is less; and the personal contacts and their purposes are typically more restricted than at the higher levels. The guidelines available to the incumbent are less numerous and are more applicable to the work and require less interpretation and adaptation.

This position requires some travel as part of the job responsibilities.

Qualifications:

At the GS-7 level:

A four-year college degree PLUS one or more indicators of academic success:

Graduated in the top third of college, university or major subdivision class (e.g. College of Liberal Arts); GPA was at least 3.0 out of a possible 4.0 in college course work or in last 2 years of course work; GPA of at least 3.5 in major or in the last 2 years of courses in major; elected to membership in a national honor society, except for freshman honor societies, listed in the Associate of College Honor Societies or Baird's Manual of American College Fraternities. OR

One year of specialized experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. This experience must be equivalent to the GS-5 level in the Federal government. Examples of this experience may include: prioritizing information; writing reports; reviewing and extracting information from records assembling data from records; synthesizing materials from different sources; and making initial contacts with people to obtain information and discuss issues. OR

Completion of one year of graduate education. OR

Combination of Education and Experience: Completed a percentage of the one-year graduate education requirement and a percentage of the one-year specialized work experience requirement that combined equals 100%. To make this determination, first convert the amount of graduate education completed into a percentage. For example, completion of one-half year of graduate courses meets 50% of the education requirement. Then convert the amount of specialized work experience requirement. Then add the percentages together. If they equal 100% or more, this requirement is met.

At the GS-9 level:

Two (2) years of graduate education. OR

A master's degree or equivalent degree. OR

One year of specialized experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. This experience must be equivalent to the GS-7 level in the Federal government. Examples of such experience may include: providing support to senior staff in conducting investigations; gathering facts related to a problem or issue, analyzing them, and making recommendations for resolution; participating in investigations, including collecting records and conducting interview, compiling interview reports, conducting statistical analyses; conducting intake analyses; organizing, evaluating, and presenting information relevant to an issue; writing reports and letters; assisting in monitoring resolution agreements; and providing information and assistance to customers to resolve problems. OR

Combination of Education and Experience: Completed a percentage of the one-year graduate education requirement and a percentage of the one-year specialized work experience requirement that combined equals 100%. To make this determination, first convert the amount of graduate education completed into a percentage. For example, completion of one-half year of graduate

courses meets 50% of the education requirement. Then convert the amount of specialized work experience requirement. Then add the percentages together. If they equal 100% or more, this requirement is met.

For additional information on qualifications for administrative positions, you may visit <http://www.opm.gov/qualifications/SEC-IV/A/gs-admin.asp>.

VETERAN'S PREFERENCE: If you are entitled to veteran's preference you should indicate the type of veteran's preference you are claiming on your application. Your veteran's preference entitlement will be verified by the employing agency. If you believe you are entitled to veteran's preference, it is critical that you read the information provided in the link below.

<http://www.ed.gov/about/jobs/open/eduhires/veteligibility.html>

SELECTIVE SERVICE: Any male applicant who was born after December 31, 1959 and who is subsequently selected for this position must certify that he is registered for the military Selective Service by the date he is to enter on duty. False certification may result in termination after appointment.

HOW TO APPLY FOR THIS POSITION: APPLICATION MATERIALS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOU NOT RECEIVING CONSIDERATION FOR THIS POSITION. Your application materials will not be returned. Do not submit original documents that you need in the future. All applicants must submit the following data: (failure to include all applicable forms will result in you not being considered for this position).

1. Resume, which includes name, address, day and evening telephone numbers, and email address.
2. A statement of United States Citizenship (Only U.S. Citizens are eligible to apply for this position).
3. DD-214, if claiming Veteran's Preference, if applicable.
4. A supplemental statement addressing how you meet the qualifications requirements in terms of your experience and/or education; if you qualify based on education, provide a transcript.
5. The vacancy announcement number and position title and grade(s) you are applying for must be recorded on your resume.

SUBMIT RESUME AND SUPPLEMENTAL DOCUMENTS TO:

U.S. Department of Education, Human Capital & Client Services ATTN: Debbie O'Toole, 1244 Speer Blvd, Room 613, Denver, CO 80204.

For additional information regarding this announcement please contact Debbie O'Toole (303) 844-3864.

RELOCATION EXPENSES WILL NOT BE PAID.

BENEFITS: The Department of Education offers a comprehensive benefits package including paid vacation and sick leave, federal holidays, health and life insurance, and participation in the Federal Employees Retirement System (FERS), including the Thrift Savings Plan (TSP). To find out more about Federal benefits you may visit: <http://www.usajobs.opm.gov/ei61.asp>

WHY WORK AT ED: The U.S. Department of Education (ED) is a great place to work. As an ED employee, you will benefit from our family-friendly work environment. As part of our commitment to maintain a productive balance between work and home, we offer excused leave for Parent Teacher Conferences (4 hours); excused leave for annual health screenings (4 hours); and matching leave for community volunteer service. Other incentives such as Telecommuting and Alternative Work Schedules also may be available to you.

ED offers positions that are fair and competitive in compensation; developmental opportunities to promote teamwork, and goal-oriented projects to enrich your federal career.

NOTICE: Applicant(s) selected for this position is subject to a check to verify that he/she has not defaulted on any loan funded or guaranteed by the U. S. Department of Education. Applicants found to be in default will be contacted to make arrangements for repayment prior to being made and official offer of employment.

CANDIDATE (S) SELECTED FOR THIS POSITION ARE SUBJECT TO A SECURITY CLEARANCE.

REASONABLE ACCOMMODATION: THIS AGENCY PROVIDES REASONABLE ACCOMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMODATION WILL BE ON A CASE-BY-CASE BASIS. THE U. S. DEPARTMENT OF EDUCATION IS AN EQUAL EMPLOYMENT EMPLOYER.

EEO STATEMENT: ALL APPLICATIONS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE, POLITICAL AFFILIATION, UNION AFFILIATION OR NONAFFILIATION, MARITAL STATUS, NON-DISQUALIFYING PHYSICAL HANDICAP, OR ANY OTHER NON- MERIT REASON.

THE U. S. DEPARTMENT OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER.