Announcement Number: 22-1055-NE-SR-AD

Hiring Agency: United States Coast Guard

Position Title: Visiting Instructor (Economics) / Visiting Assistant Professor (Economics) / Visiting Associate Professor (Economics) /or/ Visiting Professor (Economics)

Open Period: November 3, 2021 to November 16, 2021

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

Salary: $58,201 to $119,335 per annum. Salary disbursed will be less because it will be prorated for the part time work schedule for one semester of work.

Duty Location: New London, CT

For More Info, you may contact: David Johnson, 860-444-8358

Overview

The U.S. Coast Guard Academy, located in New London, Connecticut, is seeking a passionate educator who inspires students and is ready to be inspired by our Corps of Cadets.

Who May Apply: This vacancy is open to U.S. Citizens and non-citizens. Hiring restrictions may apply to certain non-U.S. Citizens. See the “Other information” section of this announcement.

Security Clearance Required: Non Sensitive

Appointment Type: This is an appointment in the excepted service for one semester into a part time position of from 20-32 hours per week, with the potential for an extension depending on the availability of funding and the needs of department.
Marketing Statement

The U.S. Coast Guard Academy is a highly selective federal military college that provides a rigorous undergraduate program and is committed to building a diverse faculty of teacher-scholars who collaborate to provide a multi-disciplinary and hands-on approach to learning and leadership development. We believe that individuals from diverse background strengthen our programs and positively impact student success. We encourage qualified applicants from all backgrounds to apply for consideration.

The attractive riverside campus is home to a nationally and internationally representative student body of about 1,000 diverse Cadets. The Academy provides the professional education and training required to prepare young women and men for careers as commissioned officers in the U. S. Coast Guard, one of our Nation’s five Armed Services. The Academy offers B.S. degrees in nine academic majors: Naval Architecture/Marine Engineering, Electrical Engineering, Cyber Systems, Civil and Environmental Engineering, Mechanical Engineering, Marine/Environmental Sciences, Operations Research/Computer Analysis, Management, and Government. The Academy is located near the shoreline of southeastern Connecticut, midway between New York City and Boston, and is within commuting range of regional, as well as national, colleges and universities in the CT/RI/MA tri-state area. The U.S. Coast Guard Academy is an Equal Opportunity Employer. Visit https://www.uscga.edu for more information.

Summary

The U.S. Coast Guard Academy invites applications for a one-semester appointment as Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor of Economics. The desired start date is January 3, 2022 and the appointment will end no later than August 22, 2022.

Supervisory Position:  No

Relocation Expenses Authorized:  No

Travel Required:  No

Major Duties

The major duties will be to teach and assess courses that are common among undergraduate economics classes. Courses are expected to be delivered in a traditional classroom environment, although candidates should be flexible in regard to teaching in an online environment. Examples of courses or content may include Principles of Macroeconomics and Principles of Microeconomics. Teaching load will be limited to 12-
15 credit hours per semester in the Department of Management and will include summer instruction.

**Qualifications**

**Minimum degree requirements:**

Candidates must possess at least a Masters in Economics or closely related field

**Minimum specialized experience:**

Experience with independent teaching at the college level (preferably *not* as a teaching assistant) is required. The applicant should also possess experience working with a diverse student body, and demonstrate contributions to student learning and development outside of the classroom.

**In addition to the above minimum qualifications,** professional experience of candidates will be considered and the following qualifications will be considered favorably:

- Terminal degree in Economics or closely related field;
- A degree(s) from AACSB-accredited programs and/or possess the aptitude to research or engage in scholarly activities;
- Experience working with a diverse student body;
- Demonstrate contributions to student learning and development outside of the classroom.

**Requirements**

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

As required by **Executive Order 14043** and guidance issued by the Safer Federal Workforce Taskforce, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee’s duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be fully vaccinated against COVID-19 by November 22, 2021 and will be required to submit documentation of proof of vaccination.

**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 11:59 PM ET on the closing date of the announcement.

**Other Information**

This is a temporary, part time position. The work schedule will be 20-32 hours per week, depending on the needs of the department and funding. Salary will be scaled to the number of hours assigned.

Relocation expenses are not authorized.

This position is open to U.S. Citizens and non-citizens. Non-citizens must provide evidence that they are eligible for appointment to this position on the date they submitted their application and that they will remain eligible to meet all conditions of the appointment.

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.

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 860-444-8508. 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:

CGA-EDU-SMB-FacultyApplications@uscga.edu

Note 1: This email address is case-sensitive.

Note 2: Please include the vacancy announcement number in the subject line: 22-1055-NE-SR-AD.

Note 3: Applicants must submit all of the required information described below by 11:59 PM ET on the closing date of the announcement or their application will not be considered. Each file must be titled using the naming protocol described below.

Note 4: Illegible transcripts and/or illegible documents, such as DD214, authorization to work in the U.S., etc., will render the package incomplete and the candidate will not be referred for consideration.

Note 5: Zip files are not accepted. Please ensure that each attached document is less than 3MB in size. Files larger than this will not be accepted and referred for
consideration. Please save files in .pdf format, in black and white, and at a resolution of 200 dpi.

There are several required documents in the application process that impact the overall evaluation of your application.

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) providing a narrative description of how you meet the minimum degree and specialized experience qualifications, as well as the additional qualifications criteria specified in this vacancy announcement (note: qualifications will not be determined by information provided in this letter; rather, the CV must reflect the qualifications and this letter provides a narrative description); and

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

3) Personal statement on teaching, scholarship, mentorship, and service and how you would support diversity and inclusion at the USCGA, a maximum of three double-spaced pages.  (*Save file with the following filename:  Last Name, First Initial_TeachPhilStmt.pdf.*)

4) Proof of Education Requirement (Unofficial Transcripts) –and- if applicable, letter confirming likelihood of completing doctoral degree by July 31, 2022.  (*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 both your name and the college/university name and/or logo.  If tentatively selected for this position, you must submit official transcripts to the Human Resources office prior to receiving a firm offer of employment.  Applicants are highly encouraged to proactively order a copy of their official transcripts to be delivered to their home address and be readily available.  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, e.g., an evaluation statement, 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:
Additionally, if you are claiming Veterans’ preference or if you are currently on active duty:

5) Legible Member 4 copy showing character of service of latest-issued DD-214. Please see Feds Hire Vets for details. *(Save file with the following filename: Last Name, First Initial_DDD214.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_DDD214.pdf; Last Name, First Initial_SF15.pdf; and Last Name, First Initial_VAtr.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.)*
6) **Non-U.S. Citizens only:** Written evidence of eligibility for appointment to this position as of the date of application and evidence of ability to remain eligible to meet all conditions of the appointment.

7) **Current and former federal employees:** A copy of the most recent SF-50 generated for your employment which shows your title, series, grade, 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.