



**Announcement Number:** 21-1873-NE-SR-AD

**Hiring Agency:** United States Coast Guard

**Position Title:** Lecturer (Accounting), AD-1710-00

**Open Period:** April 7, 2021 to April 21, 2021

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

**Salary:** USD \$58,561 to \$120,800

**Duty Location:** New London, CT

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

### **Overview**

**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 a time-limited appointment not to exceed 54 weeks from the date of appointment.

**Service Type:** Excepted

### **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 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, located in New London, Connecticut, invites applications for a Lecturer of Accounting on a part time appointment not to exceed 54 weeks from the date of appointment. The work schedule will be 20-32 hours per week, depending on funding. Salary will be scaled according to the number of work hours. The desired start date is August 1, 2021.

**Supervisory Position:** No

**Relocation Authorized:** No

**Travel Required:** Occasional

### **Major Duties**

The major duties will be to teach and assess courses that are common to undergraduate accounting 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 Financial Accounting, Managerial Accounting, Intermediate Accounting and Cost Accounting. Teaching load will be approximately 12-15 credit hours (includes advising a capstone project) per semester in the Department of Management and may include summer instruction.

### **Qualifications**

Candidates must possess at least a Master's in Accounting. The applicant must meet

the minimum academic qualification of Scholarly Academic (SA), Practicing Academic (PA), Scholarly Practitioner (SP), or Instructional Practitioner (IP), according as defined by to the Association to Advance Collegiate Schools of Business (AACSB). Experience with independent teaching at the college level is required, preferably beyond the teaching assistant level. The applicant should also possess experience working with a diverse student body and demonstrate contributions to student learning and development outside of the classroom. Competitive candidates will have a degree(s) from AACSB-accredited programs and/or possess the aptitude to research or engage in scholarly activities that support academic qualification as a SA under AACSB. Professional experience of candidates will be considered.

### **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 11:59 PM ET on 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**

This is a time-limited Excepted Service appointment not to exceed 54 weeks from the date of appointment.

Moving expenses will not be paid.

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

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 860-444-8677. 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](mailto:CGA-EDU-SMB-FacultyApplications@uscga.edu)

Note 1: This email address is case-sensitive.

Note 2: 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.

Note 3: 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 4: Zip files are not accepted. Please ensure that each attached document is less than 3MB in size. 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)** 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 describing your teaching philosophy and teaching experience, including any experience teaching, mentoring, and advising students of diverse backgrounds; as well as any demonstrated contributions to student learning and development outside the classroom, including through promoting diversity initiatives and efforts at creating communities of inclusion. *(Save file with the following filename: Last Name, First Initial\_TeachPhilStmt.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 tentatively selected for a position 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 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)** 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\_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.)*

**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.

### **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.