



Announcement Number: 22-2367-NE-SR-AD

Hiring Agency: United States Coast Guard

Position Title: Lecturer (Management and Leadership), AD-1710-00

Open Period: June 10, 2022 to June 23, 2022

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

Salary: Commensurate with experience

Duty Location: New London, CT

For information on how to apply, you may contact: David Johnson, 860-444-8358

Overview

The U.S. Coast Guard Academy, located in New London, Connecticut, is seeking a passionate Management and Leadership 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: Time limited, not to exceed 54 weeks from the date of appointment

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 backgrounds 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 Lecturer (Management and Leadership). The desired start date is July 31, 2022.

Supervisory Position: No

Relocation Expenses Authorized: No

Travel Required: Occasional

Major Duties

The major duties will be to teach, develop, and assess curricula that are common to undergraduate business classes which may include, but are not limited to, Introduction to Business, Business Research Methods, Organizational Behavior and Leadership, Supply Chain or Operations Management, Marketing, Management capstone, and/or an advanced elective (conditional to faculty qualifications). Teaching load can range from 9 to 12 credit hours per semester, plus capstone work with cadets, in the Department of Management. The selectee, in coordination with other faculty, will develop (as appropriate) syllabi, course readings, assignments, class projects, and other

pedagogical assessments of student learning and assessments to achieve course outcomes. The selectee will also participate in planning and co-curricular aspects of the courses, as necessary. In coordination with other faculty and staff members, the selectee will also be expected to participate directly with executing and engaging on relevant components of the annual Assurance of Learning (AoL) plan that supports the maintenance of AACSB accreditation. Major duties will also include academic advising of cadets and attendance at required faculty engagements (mostly during the workday). Engagement with cadets and involvement in other professional/extra-curricular engagements outside of the academic workday is highly encouraged.

Qualifications

Minimum degree requirements:

Candidates shall possess a Master's in Business Administration (MBA), or a closely related field, to teach a variety of business/leadership/management-related courses. Doctoral candidates in "ABD" status are welcome to apply and should provide documentation on when they will complete the terminal degree; but completion of the degree is not required by the employment date.

Minimum specialized experience:

None

In addition to the above minimum qualifications, the following qualifications will be considered favorably:

Competitive candidates will possess experience working with a diverse student body and a demonstrate commitment to teaching excellence and leadership/holistic development at the undergraduate level. Competitive candidates will also exhibit strong potential and motivation to further the mission of the Coast Guard Academy through professional recognition via professional service, research, and/or education outreach. Competitive candidates should have interdisciplinary teaching capability and/or have a Ph.D. or other terminal degree(s) in Management, or a closely related field. Interpersonal and communications skills are essential. A record that demonstrates strong teamwork skills and a desire to work in a diverse and collaborative environment is highly desired.

Highly competitive candidates will also possess the aptitude to research or engage in scholarly activities that support faculty qualification as a Scholarly Academic under AACSB standards. Criteria for a scholarly academic is evaluated as follows:

- Possess a terminal degree relevant to one's area(s) of teaching, and
- Evidence of in-discipline scholarship or intellectual contributions within the five preceding years. Scholarly activity/research/intellectual contributions may include

(not an exhaustive list): monographs, scholarly books/chapters, textbooks, proceedings from scholarly meetings, papers presented at faculty research seminars, publication in trade journals, in-house journals, book reviews, written cases with instructional materials, instructional software, and other publicly available materials describing the design and implementation of new curricula or courses in the relevant field of discipline.

Requirements

For full consideration, all qualification requirements must be met by the closing date of the announcement. Applicants are encouraged to pay close attention to the requirements associated with application materials.

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.

How you will be evaluated

All application materials must be submitted by 11:59 PM ET on the closing date of the announcement. A preliminary review of each application against the minimum qualifications will be conducted. Those who meet the minimum qualifications will advance to a more in-depth review.

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

Management intends to make more than one hire from the pool of candidates.

The work schedule is full time.

Relocation expenses will not be paid.

Salary offers may be made outside of the listed range for exceptional candidates.

This position is open to U.S. Citizens and non-citizens. **Non-citizens must provide evidence to show that they are eligible for appointment (i.e., that they hold a status that permits federal employment)** on the date they submitted their application and that they will remain eligible to meet all conditions of the appointment for its entire term. See the section titled "What to Expect Next."

All application packages must be complete as described in this announcement, including those submitted by internal candidates. Please review the transcript requirements very carefully.

If you are selected for this position, you will be subject to a further 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. Subject to the needs of the Academy and the availability of funding, time limited appointments may be extended without further competition as permitted by applicable law and regulation. Tenure track appointments are also eligible for non-competitive extension to enable the selectee to pursue academic tenure.

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 ensure the vacancy announcement number is included in the subject line of your email: 22-2367-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 which calls for your full last name, the first letter of your first name, and the document title.**

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.

Note 6: Applicants are responsible for providing required documents exactly as specified. If, for example, your CV does not list experience and education required, but

you included such information in your letter of application, you will be rated not qualified. Please follow instructions carefully.

Note 7: 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.

Required Documents

There are several required documents in the application process that impact the overall evaluation of your application. **Each file must be titled using the naming protocol described below which calls for your full last name, the first letter of your first name, and the document title.**

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 (Transcripts) (*Save file with all consolidated transcripts with the following filename: Last Name, First Initial_Transcripts.pdf.*)

You must provide evidence that you meet the educational requirements of the position by submitting legible copies of your degree transcripts from accredited colleges/universities. Diploma certificates are not acceptable for providing evidence of a degree. The transcript copies must reflect both your name and the college/university name and/or logo and must reflect the conferral date of the degree(s). If your school's unofficial transcripts do not include your name, the name and/or logo of your college/university, or degree conferral dates, you must submit official transcripts that do to ensure consideration. Either way, 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. 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: <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*

(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_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 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. *(Save file with the*

6) 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. The receipt acknowledgement email is only confirmation that your package has been received and that all four required documents appear to be included after a brief preliminary review. The search committee will make an official determination regarding the quality of materials after the announcement closes.

After the closing date of the announcement and irrespective of what may have been included in the application package, all applicants will receive an inquiry to confirm your citizenship status. This email will come from:

(Last name, First name) <noreply@mgsapps.monster.com>

A reply to this email within the timeframe specified is a requirement for further consideration; non-responses will render an applicant ineligible for further consideration. Sometimes these emails are routed to "spam" folders, so applicants are encouraged to check regularly.

Non-U.S. Citizens will be required to reply and provide written evidence of eligibility for appointment to this position as of the date of the application and evidence of ability to remain eligible to meet all conditions of the appointment.

All applicants will receive notification regarding selection or non-selection.