Announcement Number: 22-1280-NE-SR-AD

Hiring Agency: United States Coast Guard

Position Title: Lecturer (Electrical Engineering) /or/
Visiting Assistant Professor (Electrical Engineering) /or/
Visiting Associate Professor (Electrical Engineering) /or/
Visiting Professor (Electrical Engineering)

Open Period: December 10, 2021 to January 17, 2022

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

Salary: $88,560 to $119,335 per annum for full time work; actual salary prorated to duration of employment and work schedule

Duty Location: New London, CT

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 an appointment in the excepted service for one academic year into a full time position (40 hours per week) OR part time position of from 20-32 hours per week.
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 & 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 appointment as Lecturer, Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor of Electrical Engineering. The desired start date is August 1, 2022 and the appointment will end no later than August 12, 2023.

Supervisory Position: No

Relocation Expenses Authorized: No

Travel Required: No

Major Duties

The primary duties will be to teach in-person undergraduate electrical engineering courses and labs for electrical engineering students or non-electrical engineering students. Teaching load will be about 9-12 contact hours per week each semester for full-time and 6-9 contact hours per week each semester for part-time. The selectee may also be required to serve as academic advisor for students, assist with senior capstone design projects, and participate in course and program assessment activities.
Qualifications

**Minimum degree requirements:**

Candidates must possess a Master’s Degree or Doctoral Degree in Electrical Engineering, Computer Engineering, Computer Science, or in a closely related discipline.

**Minimum specialized experience:**

None.

**In addition to the above minimum qualifications,** communication and teamwork skills, the ability to show initiative, and the ability to be adaptable in the context of a student-centered institution are very desirable. Having the capacity to successfully collaborate with others, including staff, students, and faculty members from different disciplines is essential. Ability to teach and mentor diverse student populations, and a commitment to equity in the context of engineering and computing education, including efforts at creating communities of inclusion, is highly desirable.

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 provide information on your vaccination status and will be required to submit documentation of proof of vaccination, or seek a medical or religious exemption to the requirements of E.O. 14043.

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**

The selectee will be appointed to either a full time (40 hours per week) or part time (20-32 hours per week) position. Salary advertised on the vacancy announcement 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.

The organization title conferred on the selectee will be based on educational background.

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.

For questions on the application submission process, you may call David Johnson, 860-444-8358.

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: 22-1280-NE-SR-AD.

Note 3: Please specify whether you wish to be considered for full time only, part time only, or both.

Note 4: 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 5: 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 6: 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: 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_VA1tr.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.