Announcement Number: 21-2344-NE-SR-AD

Hiring Agency: United States Coast Guard

Position Title: Music Instructor

Open Period: July 21, 2021 to August 4, 2021

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

Salary: $70,343 to $90,583 commensurate with experience

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 only.

Duration Appointment: This is an appointment as Level I tenure track professional faculty member at the Coast Guard Academy. The initial appointment is for a period not to exceed three years, and appointees are eligible to seek re-appointment and promotion to Level II with tenure. Consistent with Federal hiring practices, the first year of employment may be a trial period.

Marketing Statement

The U.S. Coast Guard Academy (USCGA) 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 student learning and leadership development. The attractive riverside campus is home to a nationally and internationally representative student body of about 1,000 student cadets from diverse backgrounds. USCGA 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 six Armed Services. The Academy offers nine academic majors and is staffed with more than 100 full-time civilian and military faculty. USCGA 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 is an Equal Opportunity Employer.

Summary

The U.S. Coast Guard Academy, located in New London, Connecticut, invites applications for the position of Music Instructor. The Academy seeks a musically-gifted individual who will set an example for cadets through demeanor, attention to detail, attire, and commitment to the Coast Guard’s core values of honor, respect, and devotion to duty. The successful applicant will demonstrate a willingness to embrace military structure, organization, ceremonies, and protocols.

Supervisory Position: No

Relocation Authorized: Yes

Travel Required: Yes

Major Duties

The successful candidate will serve as the Director of Cadet Vocal Music, responsible for the leadership direction, oversight, instruction, financial planning, and administration of all cadet extracurricular vocal music programs, the Glee Club and ensembles, including but not limited to: the Idlers (men’s vocal group), the Fairwinds (women’s vocal group), and the Chorale. The Director provides the creative, technical and logic direction of these programs and collaborates with the Director of Cadet Instrumental Music. Additionally, the Director of Cadet Vocal Music:

1. Develops and teaches undergraduate level curriculum, instructing non-music major cadets on vocal performance skills, techniques, and best practices; instructs music theory concepts and principles.
2. Supervises up to 60 members of the performance group during all events and trips and requires the cadets to properly represent the Coast Guard and USCGA at all performances, rehearsals or events, and on liberty, including enforcing uniform standards or appropriate civilian attire, demeanor and behavior.
3. Continues development of cadets’ skills in music and performance production by servicing as the Producer/Musical Director of the annual USCGA musical.
4. Liaises with USCGA public affairs and other organizations or government entities and seeks opportunities for the vocal music ensembles to take part in high-profile events to positively promote the USCGA music program. Ensures that
vocal musical support is provided to various ceremonies, events and religious services on campus as requested.

5. Ensures that the selection of the cadet musical as well as all performance songs, choreography, and compositions are in line with the Core Values, positively represent the USCGA to the public, and incorporate a wide-ranging blend of music styles and genres, from traditional to modern, that encourage interest and participation from a diverse cadet population. Ensures that vocal group and cadet musical audition and selection processes employ inclusive practices that aim to eliminate bias and create an equitable opportunity for selection to all roles.

6. Recruits musically and academically gifted cadet prospects according to the Academy’s admissions standards, who have the potential to serve in the U.S. Coast Guard as leaders of character.

7. Counsels and advises cadets from a diverse student body through professional and personal growth, development, and challenges. Maintains knowledge of the cadet discipline system and ensures that cadets are held accountable to the standards utilizing that system.

8. Maintains active participation in Academy life, events, activities, committees, and ceremonies.

Qualifications

Minimum degree requirements:

The successful candidate must have earned a Master’s Degree in Music, Vocal Arts, Vocal Performance, Choral Conducting, or related discipline.

Minimum specialized experience:

The successful candidate must have a minimum of five years of experience in music education, choral conducting, or related field.

In addition to the above minimum qualifications, successful candidates must meet the following criteria:

Proficiency in vocal pedagogy, vocal techniques, and direction, instruction, and performance of various vocal ensembles across various works of music; and

Experience in leading diverse groups in vocal music performance; and

Basic piano skills to facilitate vocal accompaniment.

Additionally, the following qualifications are preferred, but not required:
Proficiency in leading/direction of dance and/or drama performance, and
Expertise in piano accompaniment and/or other instrument proficiency.

Requirements

All qualification requirements must be met by 11:59pm on 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 and both the transcripts and an evaluation document must be provided for foreign education. For further information please visit this website: 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 11:59pm 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

Candidates may be required to submit up to three videos of no more than five minutes in length of performances which the candidate has directed/led/been involved in. Further details will be provided if/when the search committee requests the videos.
Finalist candidates will be invited to the Coast Guard Academy for an on-campus visit as part of the evaluation process.

Moving expenses for the selectee will be in paid in accordance with regulations. Relocation benefits are typically limited to mileage and temporary storage of if the selectee is a new hire to the government.

To be eligible for consideration, an applicant must possess, and maintain through all periods of employment, a valid U.S. Passport and a valid state driver’s license.

The selectee must be available for work on nights and weekends to conduct performances and for event travel. Work hours are typically offset from standard office hours. Given the exceptionally demanding cadet program, the times available in the cadet schedule for various rehearsals and performances are on weekends and typically between 4:00pm and 10:00pm on weeknights. The selectee should expect flexible hours. Rehearsal spaces are an indoor auditorium.

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.
In rare and unique circumstances, management may, at its sole discretion, seek authorization to offer a salary outside the range if supported by evidence and commensurate with extraordinary skills or abilities.

If you need a reasonable accommodation for the application and hiring process, please contact 860-701-6695. 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: 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. 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)* summarizing how your CV reflects that you meet all qualifications, and
(b) affirming that you possess a valid U.S. Passport and a valid state driver’s license, and

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

Qualifications will not be determined by review of the letter of application. They will only be determined by review of the CV.

3) A written statement (one page or less) describing your teaching philosophy. (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 your name and the college/university name and/or logo. Applicants are highly encouraged to proactively order a copy of their official transcripts to be delivered to their home address and be readily available. If selected for an on-campus visit, you will be required to provide official transcripts (e.g., in a sealed envelope) to the Human Resources Office at that time. 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) Member 4 copy 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 verifying that you will be appointable within 120 days from the date you submit your application. This means that you will either be on terminal leave or be will be discharged or released under honorable conditions from active duty within 120 days of the date you submit your application. 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. Certifications cannot reflect estimated dates; rather, they must be based on facts resulting from having submitted a retirement or separation application. *(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.