This is to advise that the USNA Admissions Department intends to fill the position described below through Management Identification of Candidates (MIOC).

The USNA Office of Admissions intends to fill this GS-13 position through a Management Identification of Candidates (MIOC) recruitment. Candidates/applicants must possess at least one full year of experience in collegiate admissions at the GS-12 level.

If you are interested in this opportunity, please prepare a one to two-page summary addressing the Knowledge, Skills, and Abilities (KSAs) outlined below, and send it and a copy of your resume to Dean Latta and LCDR Trimblr by COB 22 May 2024. Your resume should substantiate your eligibility (one full year's experience at the GS-12 level). This position is supervisory and therefore is not covered under a bargaining unit.

Duties performed by this position:

- You will oversee the daily operation of the Candidate Guidance Office which includes overseeing all supervisory GS-12 Education Specialists, their subordinates, and active duty service members.
- You will be Secretary of the Admissions board, ensuring and tracking the orderly processing of candidate packages to the board.
- You will monitor implementation and recommend improvements in policies, procedures, data collection, and research to better the admissions process and improve the quality of incoming classes.
- You will oversee the Candidate Guidance Office planning, support and execution of several Office of Admissions outreach programs and perform duties on a national platform on behalf of the Dean of Admissions, to include presenting information to congressional representatives, staffers, government leaders, board members, sponsors, distinguished alumni, and more.
- You will manage a budget to exceed $3.1 million in appropriated allocations and gift funds.

If you wish to be considered for the vacancy, submit a resume to Dean Latta and LCDR Michelle Trimble at latta@usna.edu; mtrimble@usna.edu by close of business 22 May 2024.