

Educational Technician (OA)
GS-1702-05/06

The successful selectee will may perform duties such as:

- Perform administrative functions to include the time and attendance systems to ensure all payroll records are accurate, supply purchases via purchase card, and other duties assigned by faculty within the department.
- Gather data and prepare reports to assist assessment processes.
- Design and maintain web page materials for an organization.
- Arrange travel or training orders for staff members.
- Maintain instructor's schedule throughout the year by coordinating dates, times, and locations.
- Make logistical arrangements for academic conferences.

Interested applicants should submit a resume and cover letter explaining their experience and education related to this position to usna-jobs@usna.edu in order to be considered. *Please note, you must put the title of the position in the subject line of the email.*

This is a public notice flyer. There may or may not be actual vacancies filled from this flyer. Notice of Result letters will not be sent to applicants who respond to this flyer.

THIS ANNOUNCEMENT IS FOR ANY OF THE FOLLOWING AUTHORITIES:

- [Veterans' Recruitment Act \(VRA\)](#)
- [30% or More Disabled Veteran](#)
- [Military Spouse](#)

Make sure to provide documentation proving eligibility in one of the above non-competitive hiring authorities, otherwise your application will NOT be considered.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.