

TITLE/SERIES/GRADE: Education Specialist, GS-1702-07/09
FULL PERFORMANCE LEVEL: GS-9

The USNA Office of Admissions intends to fill a Education Specialist (Examiner) GS-1702-07/09 position through a Management Identification of Candidates (MIOc) recruitment. Candidates/applicants must possess at least one full year of experience as a GS-1702 at the GS-06 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 Lauren Zaccheo by COB 8 October 2026. Your resume should substantiate your eligibility (one full year's experience at the GS-06 level as a GS-1702 series employee).

Duties performed by this position:

- Independently retrieve, identify, examine, and process application files for accuracy and completeness.
- Follow up with Admissions Board queries to resolve questions /discrepancies in candidate files. This may require communicating with school officials and others.
- Release records to Admissions Counselor/Admissions Board based upon specifications
- Rotate with the other examiners to support the Admissions Board.
- Validate recommendations of school officials and officials submitting Candidate Academic Information (CAI) forms.
- Possess expert knowledge of computer tools such as Excel, Google Business Applications, and Salesforce to collect and analyze admissions information to support regional operations and goals, or as directed by higher authority.

If you wish to be considered, submit a resume to Lauren Zaccheo by close of business 8 October 2026.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's):

1. Clear understanding of laws and regulations governing the admissions process, especially as it relates to transcripts, letters of recommendation and other materials that become part the permanent record of a candidate for admission to USNA
2. Knowledge of USNA Admission Board policies and procedures
3. An ability to learn who the key influencers are in their assigned geographic region of the country (5 geographic regions total with one examiner responsible for completed records in each region).
4. Knowledge of or ability to learn the following: Salesforce and other software used in USNA Office of Admissions
5. Knowledge of the strategy and goals of the Office of Admissions and the regional goals for your specific team
6. Clear understanding of basic principles of customer service and operating in team environment