

Goldwater Scholarship and Excellence in Education Foundation

JOB TITLE:	Administrative Officer
AGENCY:	Goldwater Scholarship and Excellence in Education Foundation
ACCOUNTABILITY:	Reports to the President of the Foundation or, in the absence of the President, the Chairperson of the Board of Trustees
SALARY RANGE:	\$80,000 - \$110,000
SERIES & GRADE:	
POSITION INFORMATION:	Full Time, Excepted Service
DUTY LOCATION:	Alexandria, VA
TRAVEL:	Occasional Travel May Be Required
WHO MAY BE CONSIDERED:	United States Citizens and Nationals

THE FOUNDATION:

The Barry Goldwater Scholarship and Excellence in Education Foundation was established by Congress in 1986 to serve as a living memorial to honor the lifetime work of Senator Barry Goldwater, who served his country for 56 years as a soldier and statesman, including 30 years in the U.S. Senate.

The Goldwater Scholarship Foundation is an independent agency of the U.S. federal government whose mission is to identify and support college sophomores and juniors who show exceptional promise of becoming this Nation's next generation of research leaders in the natural sciences, engineering and mathematics. The 13-member Board of Trustees consist of two members from the U.S. Senate, two members from the House of Representatives, eight members appointed by the President, by and with consent of the Senate, and The Secretary of Education.

By providing scholarships to college sophomores and juniors who intend to pursue research careers in the natural sciences, mathematics and engineering, the Goldwater Foundation is helping ensure that the U.S. is producing the number of highly-qualified professionals the Nation needs in these critical fields. Over its 30-year history, Goldwater Scholarships have been awarded to thousands of undergraduates, many of whom have gone on to win other prestigious awards like the National Science Foundation's Graduate Fellowship, Rhodes Scholarship, Churchill Scholarship and the National Defense Science and Engineering Graduate Fellowship that support our Scholars' graduate school work. Today, Goldwater alumni can be

found conducting research that is helping defend the Nation, finding cures for catastrophic diseases and teaching future generations of scientists, mathematicians and engineers.

JOB SUMMARY:

The Foundation is seeking to appoint a highly-motivated individual who understands and supports the mission of the organization and has the background and organizational skills needed to run an efficient and effective office. As this position requires the incumbent to interact with an audience that ranges from college students to members of Congress, excellent oral and written communication skills are required.

KEY REQUIREMENTS:

- U.S. Citizenship or Nationality
- Resume and supporting documents
- Qualifications as listed in the “Required Knowledge, Skills and Abilities” section of this announcement

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- No college degree required, bachelor’s or advanced degree preferred
- Superior verbal and written communication skills
- Proficiency in Microsoft Office required
- Ability to:
 - Multi-task, prioritize, meet deadlines, and work quickly and effectively under pressure
 - Work independently, with minimal supervision, but also as part of a team
 - Apply solid judgement, discretion and patience
 - Grasp complex administrative problems and develop appropriate options for solving them
 - Manage an office
 - Maintain accounts and manage budgets
- Very high standards of timeliness and accuracy
- Excellent organization skills
- Strong attention to detail in a fast-paced environment
- Collegial demeanor and exceptional customer-service and inter-personal skills

DUTIES:

Duties of this position require the incumbent to:

- Oversee and facilitate the efficient daily operation of The Foundation,
- Write/edit correspondence, analyze data, and prepare reports,
- Interact with campus representatives, students, parents, members of Congress and their staff and other interested parties, providing guidance, approvals and program statistics,
- Review, authorize, code and submit all payments made by The Foundation to vendors, contractors, and award recipients, including keeping an account ledger,

- Create and maintain all systems related to the storage, retrieval and disposition of all documents related to the operation of The Foundation in accordance with government regulations,
- Prepare materials for and interact with auditors for required annual audit,
- Evaluate IT needs, security and upgrades critical to the operation of the Foundation and works with contractors in all areas of The Foundation's IT requirements, including database development and maintenance,
- Serve as the point of contact to government agencies and respond to a wide variety of government-mandated reports and surveys on behalf of The Foundation,
- Serve as representative of The Foundation and make administrative and managerial decisions in the absence of the President,
- Handle front office duties including receiving and responding to mail,
- Arrange travel for the President and members of the Board of Trustee,
- Serve as The Foundation's Historian,
- Provide input to the President on matters relevant to The Foundation, and
- Perform other duties as assigned by The Foundation's President

BENEFITS:

The Foundation offers a comprehensive benefits package that includes, in part: paid vacation, sick leave, ten Federal holidays per year, life insurance and medical benefits. The selected applicant's salary will be based upon the applicant's education, background and professional experience.

OTHER INFORMATION:

The Foundation is an equal employment opportunity employer. All qualified applications will receive consideration for appointment without regard to 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.

HOW TO APPLY:

Application must be submitted by mail or email.

Applications by **mail** should be sent to:
Goldwater Scholarship Foundation
ATTN: John Mateja
President
2121 Eisenhower Ave., Suite 402
Alexandria, VA 22314
703-756-6012

Application by **e-mail** should be sent to: Goldwaterpres@goldwaterscholarship.gov

REQUIRED DOCUMENTS:

All documents must be submitted for the application to be considered complete. Applicants' packages must include the following:

- Resume
- A written statement presenting the applicant's key qualifications, experience and skills and discussing how these relate to the characteristics listed in the "Required Knowledge, Skills and Abilities" section and to the duties of the position. Limit 3 pages.
- If a current or former federal employee, most recent SF-50 and Performance Appraisal
- Telephone and e-mail contact information for three individuals familiar with the applicant's professional skills and experience. The applicant should indicate when these individuals might be contacted by the Foundation to request of letter of reference and a telephone call.

APPLICATION TIMELINE:

Review of applications will begin on December 7, 2018. Applications will be accepted until the position is filled.

POSITION STARTING DATE:

As early as January 3, 2019 but no later than April 1, 2019