

## VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995 ("CAA"). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which is available at [www.senate.gov/saaemployment](http://www.senate.gov/saaemployment).

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference In Appointments policy by submitting a written request to [resumes@saa.senate.gov](mailto:resumes@saa.senate.gov).

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.



## **EDUCATION & TRAINING COORDINATOR**

### **NATURE OF WORK**

This is professional work supporting the Senate Office of Education & Training. Work involves performing a variety of functions such as updating and maintaining department procedures, analyzing and evaluating training courses, generating reports, and marketing the department's services. Work is performed under the direction of the Director of the Office of Education and Training.

### **EXAMPLES OF WORK**

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Markets the Office of Education & Training services to the Senate community.
- Researches, develops and facilitates a variety of reports, newsletters, announcements, correspondence, and presentations.
- Analyzes functional operations, procedures and work flow in the department; updates operating procedures and practices for the department and its services; makes recommendations for improvements, effectiveness and efficiency.
- Identifies training needs, requirements, interests and priorities by communicating with the Senate staff.
- Develops and implements criteria for evaluating training activities; evaluates training programs.
- Plans and coordinates Senate state staff training programs including on-line offerings; liaises with vendors when necessary.
- Monitors current training and development activities; makes recommendations for adaptation.
- Functions as Contracting Officer's Technical Representative (COTR) when necessary.
- Performs administrative duties for the department when necessary.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and is essentially sedentary, with occasional walking, standing, bending, safely carrying items less than 25 pounds such as books, papers, files, etc., and may require extended periods of computer use.



### MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree and three to five years of progressively responsible general administrative experience preferably in a training environment; or any combination of education and experience that demonstrates the following knowledge, skills, and abilities:

- Knowledge of services provided by the Office of Education & Training.
- Knowledge of departmental rules, regulations, procedures and functions, including policies and regulations set by the Senate Rules Committee and the Senate Committee on Ethics.
- Knowledge of office equipment, computers and relevant software/Web applications, and spreadsheets and databases.
- Knowledge of Instructional Systems Design, course development, and training.
- Knowledge of communication principles, media and marketing techniques.
- Ability to conduct needs analysis in order to determine training needs.
- Ability to gather and analyze data.
- Ability to accurately prepare and process a variety of reports, records, and documents.
- Ability to effectively interact with staff members representing all levels of the organization, as well as with outside vendors.
- Ability to communicate effectively.

### LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.