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GSA U.S. General Services Administration

Job Title: Information Technology Specialist
Department: General Services Administration
Agency: Office of Human Resources Management
Job Announcement Number: 1400107CJOTR

SALARY RANGE: \$42,631.00 to \$55,421.00 / Per Year
OPEN PERIOD: Tuesday, February 25, 2014 to Thursday, February 27, 2014
SERIES & GRADE: GS 2210 07
POSITION INFORMATION: Full Time - Recent Graduates
PROMOTION POTENTIAL: 12
DUTY LOCATIONS: Many vacancies in the following location:
Washington DC, DC [View Map](#)
WHO MAY APPLY: Recent Graduates*
SECURITY CLEARANCE: Public Trust - Background Investigation
SUPERVISORY STATUS: No
JOB SUMMARY:

GSA has been repeatedly named by the [Partnership for Public Service](#) as one of the 'Best Places to Work in the Federal Government'.

Take your career to the next level at the U.S. General Services Administration (GSA). GSA is a diverse federal agency that delivers the best value in real estate, acquisition, and technology services to government and the American people. We manage approximately 350 million square feet of buildings and work spaces, and a third of the federal government's fleet of vehicles, with a focus on efficiency and sustainability. A vast amount of goods and services flow through our schedules program, credit cards, travel services, and more. With employment opportunities as diverse as the services we provide, GSA is a great place to start, build, and expand your career.

The Emerging Leaders Program (ELP) is part of the Office of Emerging Talent Development located in the Office of Human Resources Management (OHRM) at the U.S. General Services Administration (GSA). GSA is a federal government agency whose mission is to bring the best value in real estate, acquisition, and technology services to the American people. The ELP is a development program focused on growing future talent at the agency.

This position is being announced under the Pathways Recent Graduates Program. This program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government. The program lasts for 1 year (unless the training requirements of the position warrant a longer and more structured training program). Additional information about the Recent Graduates Program can be found at <http://www.opm.gov/HiringReform/Pathways/program/graduates/>

Check out this Link Great for Current Students and Recent Graduates
<http://www.opm.gov/HiringReform/Pathways/program/graduates>

individuals:

1. Graduates who within the past 2 years, or after 12/27/2010, received a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.
2. Preference eligible veterans precluded from applying due to military service obligation may apply up to 2 years from the date of discharge/release from active duty, but no more than 6 years after the date educational requirements are met.
3. Individuals who will complete educational program requirements by the end of the current academic year (2013-June 2014).

TRAVEL REQUIRED

- Occasional Travel
- Occasional Travel Required

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- Apply online (See How to Apply section.)

Agency Contact Info
Job Announcement Number: 1400107CJOTR
Control Number: 362598800

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When looking for a job in IT and/or INFOSEC (Information Security) use the code 2210

The Federal Government's OFFICIAL ONE STOP SOURCE for Federal Jobs and Employment Information

- Signed participant agreement is required for employment under this Program.
- U.S. Citizenship or National

DUTIES:[Back to top](#)

As an IT Specialist, you will have the opportunity to work with GSA's IT organization and also with IT business lines that serve federal customers. The IT Specialist will gain experience in technical and project based management of various innovative technology solutions. GSA IT provides GSA and customers with collaborative cloud-based software, IT training, support, and technology solutions. IT Specialists participate on a vast array of initiatives such as collaboration platforms, mobile work solutions, security, or modernizing and updating existing internal and external infrastructures. GSA IT continues to be the federal technology leader in agility, efficiency, mobility, and productivity.

The major duties of the IT Specialist, GS-2210-07, are as follows:

- Researching and gathering data related to conventional IT work.
- Analyzing and interpreting complex data sets by applying quantitative and analytical techniques.
- Interpreting IT principles, methods, and practices and applying it to job related projects and assignments.
- Assisting team members and supervisor with management reports related to IT.

QUALIFICATIONS REQUIRED:[Back to top](#)

The GS-07 salary range starts at \$42,631.00 per year, if you meet the following qualifications. You must meet all qualification and eligibility requirements within 30 days of the closing date of this announcement.

In order to qualify at the GS-07 level you must possess one of the following:

A. SPECIALIZED EXPERIENCE: One year of specialized experience equivalent to the GS-05 level in the Federal Service.

Specialized experience is defined as experience applying a basic knowledge of IT principles, concepts, and methods to perform routine IT work and project management activities including: providing routine advice and guidance on technology needs, applying basic procurement practices and procedures; assisting higher level specialists with IT projects **AND** In addition to the specialized experience you must also demonstrate experience with each of the four competencies listed below:

1. **Attention to Detail** - This skill is generally demonstrated by assignments where the applicant monitors, maintains, or updates data, records, or other information.
2. **Customer Service** - This skill is generally demonstrated by assignments where the applicant develops a working knowledge of the customer's business or function.
3. **Oral Communication** - This skill is generally demonstrated by assignments where the applicant contacts others orally to obtain and provide information.
4. **Problem Solving** - This skill is generally demonstrated by assignments where the applicant identifies or anticipates needs or problem.

These Qualities will be required at almost any job. Be sure to have them on your resume. Also have examples of how you have shown you can do 1, 2, 3, 4 effectively.

OR

B. EDUCATION: One full year of graduate level study, or a master's or higher degree, e.g., LL.B., J.D., LL.M., Ph.D., in a field that provided the knowledge, skills, and abilities necessary to perform the work of an IT Specialist.

OR

C. Superior Academic Achievement.*

***Superior Academic Achievement** (SAA) at the baccalaureate level is fully qualifying at the GS-7 level. For information on what constitutes SSA, refer to Section 4-F at the following OPM Website: [General Policies](#).

Education MUST demonstrate the knowledge, skills, and abilities necessary to do the work of an IT Specialist.

NOTE: Qualifications are based on length and level of experience. Therefore, in addition to describing duties performed, applicants must provide the exact dates of each period of employment (from month/year to month/year) and the number of hours per week if part time. Qualification determinations cannot be made when resumes do not include the required information, so failure to provide this information may result in disqualification. For a brief video on How to Create a Federal Resume, click [here](#).

http://hru.gov/recruiting/videos/Writing_Your_Federal_Resume.aspx

Qualifying Educational Institutions/Programs for Recent Graduate Program

Qualifying educational institutions/program for Recent Graduate Program include: a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution. **You must provide a copy of ALL of your college/vocational/technical transcript(s), including current enrollment. See "Required Documents" section for additional information.**

Applicants may refer to the U.S. Department of Education's Institutional Accreditation System to determine whether their school/program is accredited: <http://ope.ed.gov/accreditation/Search.aspx>.

A post-secondary certificate program must have been completed at a qualifying educational institution equivalent to at least 1 academic year of full-time study that is part of an accredited college-level, technical, trade, vocational, or business school curriculum.

Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. See OPM's [General Policies](#) for information on crediting education.

If selected, you must meet the following conditions:

- Serve a one year trial period (unless you have previously satisfied this requirement).
- Be able to make a direct deposit of your salary check to a financial organization.
- Males born after December 31, 1959 must have registered with the Selective Service.
- Complete a "Declaration of Federal Employment" (OF-306) to determine suitability for Federal employment.
- If you are not a current GSA employee, you must complete the Department of Homeland Security (DHS) Form I-9 to determine identity and employment (work status) eligibility. GSA will verify the information through the DHS e-Verify automated system. Any identified discrepancies must be resolved as a condition of continued employment.
- Undergo a background investigation and receive favorable adjudication. This position has been designated as a Public Trust Position.
- Must meet the minimum entry age requirements prescribed by OPM. See information at OPM's website: Qualifications Policy.

HOW YOU WILL BE EVALUATED:

The [Category Rating](#) procedure is being used to rate candidates. If you are found qualified for the position, your responses to the self assessment vacancy questions will be used to place you in one of the following categories: Qualified, Well Qualified, and Best Qualified. Your responses to the vacancy questions must be supported by your resume or the Human Resources Specialist may adjust your responses lower. Within these categories, applicants eligible for veterans' preference will receive selection priority over non-veterans. Appropriate documentation must be received to adjudicate veterans' preference.

The following knowledge, skills, and abilities have been identified as competencies needed to successfully perform the duties of this position:

- Knowledge of basic IT principles, methods, and practices.
- Knowledge of basic qualitative and quantitative and analytical techniques.
- Ability to research and gather data.
- Ability to communicate orally.
- Ability to communicate in writing.

A variety of assessments/assessment tools may be used to evaluate candidates for specific vacancies covered by this announcement. Candidates will be notified when further assessments are implemented and provided with instructions on how to access and complete the assessment(s). Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.

BENEFITS:[Back to top](#)

GSA offers its employees a wide range of [benefits](#) including:

- Federal health insurance plans (choose from a wide range of plans)
- Life insurance coverage with several options to choose from
- Leave policies to help you take care of your personal, recreational, and health care needs
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules and telework
- Transit and child care subsidies
- Training and development

To explore the major benefits offered to most Federal employees, see [Benefits](#).

OTHER INFORMATION:

Bargaining Unit Status: NFFE

Travel, transportation, and relocation expenses are **not authorized** for this position. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the successful applicant.

Additional vacancies may be filled from this announcement as needed. This vacancy announcement does not preclude filling this position by other means. Management also has the right not to fill the position.

If you are selected for this position at a grade lower than the full performance level, you may be promoted up to that grade level without further competition in accordance with all applicable regulations. However, promotions are not guaranteed and are dependent on performance.

GSA does not accept applications or application materials submitted with Government-paid postage.

HOW TO APPLY:

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You must submit a complete application including any required documents prior to 11:59 pm Eastern Time on the closing date of the Announcement. Errors or omissions may result in your not being considered for this vacancy. We will only consider applications submitted through the online process listed below unless an exception has been approved by a representative of the HR Office listed on this announcement. A description of the online process is provided below:

1. Select the "Apply Online" button. Log on to OPM's USAJOBS to access your existing resume or to create a new one.
2. From your account, select which resume you wish to submit. You also have the option of attaching any required documents saved in your USAJOBS account (see list of required documents below). Click "Apply for this Position Now!"
3. You will be prompted to respond to vacancy specific questions regarding your qualifications and the knowledge, skills, abilities, and/or other competencies required to successfully perform this position. Follow the prompts to complete the occupational questionnaire. Please ensure you click the Submit My Answers button at the end of the process.

Note: To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select Application Status, and click on the more information link under the application status for this position.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following Vacancy ID 1058667. Fax your documents to 1-478-757-3144.

If you cannot apply online:

1. Click the following link to view and print the assessment questionnaire [View Occupational Questionnaire](#), and
2. Print this 1203FX form to provide your response to the assessment questionnaire <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf> and
3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

REQUIRED DOCUMENTS:

Please review the following to determine which documents you must submit in order to complete your application:

ALL APPLICANTS: Provide a copy of ALL of your college transcript(s), including current enrollment. College transcript(s) must reflect ALL coursework completed with the date(s) (month/day/year) the degree(s) awarded/conferred. If a degree/certificate you are seeking has not been awarded/conferred, transcript must include ALL coursework completed as well as current enrollment.

If selected, an official/sealed transcript will be required prior to appointment. Additionally, submit proof of class rank or Honor Society membership if you are using those provisions to qualify based on Superior Academic Achievement. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education. See OPM's [General Policies](#) for information on crediting education.

Failure to provide this information could result in your application not being considered.

Veterans: In order to be considered as a 5-point preference eligible, you must submit a copy of your Certificate of Release or Discharge From Active Duty, DD-214. Your DD-214 must show the type of discharge and dates of active duty (member 4 copy). If you are claiming 10-point preference, you must submit the following in addition to the DD-214: (1) completed [SF-15](#) form; and (2) proof of your entitlement to this preference. A list of documents which serve as acceptable proof of entitlement is indicated on the SF-15 form.

Active Duty Military Personnel - In lieu of the DD-214, active duty service members may submit a written document from the armed forces certifying that they expect to be discharged or released under honorable conditions not later than 120 days after the date the certification is signed.

Veterans who have satisfied the educational requirements of the Recent Graduates program but were precluded from applying within the two-year window due to a military service obligation must also provide documentation of discharge/release from military service within the previous 2 years.

AGENCY CONTACT INFO:

Karen Sklencar
Phone: (816)823-4900
Email: CP.TALENTCENTER@GSA.GOV

Agency Information:
CO Office of Emerging Talent
Development
1800 F Street NW
Washington, DC
20405

WHAT TO EXPECT NEXT:

If your application is complete, we will review your application to ensure you meet the basic eligibility requirements. We will further evaluate each applicant who meets the basic qualifications on the knowledge, skills, abilities, and/or competencies required of the position. Candidates in the highest quality category will be referred to the hiring manager for further consideration and possible interview. **If you are selected, a tentative job offer will be made while we conduct the appropriate suitability and/or security background investigation. After making a tentative job offer, we will conduct a suitability and/or security background investigation.**

Thank you for your interest in working for U.S. General Services Administration!

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| [Reasonable Accommodation Policy Statement](#)

| [Veterans Information](#)

| [Legal and Regulatory Guidance](#)