

Vacancy Announcement
Education Specialist
Education Division
Federal Judicial Center
Washington, DC 20002-8003

Area of Consideration: Open to all candidates, both internal and external to the Federal Judicial Center.

The Federal Judicial Center is the federal courts' agency for continuing education and research. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. Its basic policies are determined by a nine-member board chaired by the Chief Justice of the United States.

Duties and Responsibilities:

The Education Specialist is expected to advance the Center's statutory mission through substantive contributions to interdivisional Center efforts; to employ intellectual creativity in the development of new educational programs; and to conceive, design, produce, and edit educational and training resources using a variety of formats, including video and e-learning platforms.

The Education Specialist develops and produces educational and informational media programs in a range of formats (video, audio, videoconference, and e-learning) on substantive and procedural topics relevant to the work of federal judges and court staff. The incumbent works with subject matter experts (SMEs) to develop content and works with division staff to determine the appropriate format for division media resources. This determination takes into account program objectives, audience needs, available resources, and delivery dates.

Specific duties include:

- preparing online educational resources integrating text, audio, and video;
- conducting background research on potential and selected topics for educational programming;
- partnering with other educators and IT staff to assess learner needs, determine learning objectives, and select appropriate media formats;
- identifying and working with SMEs to develop content and produce effective learning tools;
- preparing written outlines and related materials to accompany media programs and coordinating distribution of media programs with other Education Division staff;
- writing and producing scripts;
- developing visuals;

- casting and working with professional and amateur performers;
- overseeing video editing; and
- performing other tasks and duties as assigned.

Qualifications:

Mandatory qualifications for the position are as follows:

- an advanced degree in one of the social sciences, law, or instructional design and at least three years of experience in the design, delivery, and evaluation of educational and informational online resources, including substantial experience in scriptwriting and other components of video production; or
- a bachelor's degree and at least seven years of experience in the design, delivery, and evaluation of educational and informational online resources, including substantial experience in scriptwriting and other components of video production.

Desirable qualifications include:

- familiarity with the structure and operation of the federal courts;
- experience working in the legal field;
- project management experience;
- excellent expository writing and verbal skills;
- portfolio of e-learning storyboards (including scripts, visuals, and interactions);
- experience producing products that include scenarios and branching;
- experience with animated productions;
- demonstrated ability to work with others on collaborative projects; and
- a working knowledge of Adobe Captivate and/or other e-learning authoring tools.

Salary and Benefits:

The starting salary is set at \$115,227. For the successful candidate who is not currently a member of the Center staff, a higher starting salary, but not to exceed \$120,988, may be considered based upon the successful candidate's current salary. The FJC uses a payband compensation system. This position falls in the Center's payband VI which has a salary range up to \$181,932, although not all incumbents in payband VI positions can expect to reach the top of the range. For the successful internal candidate whose current salary is below the payband base of \$115,227, that person's salary will be brought up to the base. If the successful internal candidate's current salary is above the base, his/her salary will be matched up to the top of payband VI.

A civil service rating is not required. The position does not carry the tenure rights of positions in the competitive civil service. Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit

January 13, 2016

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program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The Center will consider flexible work arrangements for its employees including flextime and compressed schedules; partial telecommuting is also available on a case-by-case basis. The Federal Judicial Center is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

All new employees with the Federal Judicial Center will be subject to an FBI/OPM background check. All hiring decisions are provisional based on a favorable outcome. Relatives of Center staff members may not be employed at the Center in any capacity.

Application Procedures:

In a cover letter referring to Announcement #16-02, please indicate specifically how you satisfy all of the mandatory and any of the desirable qualifications listed above. Applications without the required cover letter or with cover letters that do not address the mandatory and desirable qualifications will not be considered. Along with the cover letter, please include a current resume and submit to:

Federal Judicial Center
ATTN: Human Resources Office, Room 6-190
Announcement #16-02
Thurgood Marshall Federal Judiciary Building
One Columbus Circle, NE
Washington, DC 20002-8003

To receive full consideration for this position, applications must be received by close of business February 17, 2016; however, this vacancy will remain open until filled. Please refer to Announcement #16-02 on your application.

THE FEDERAL JUDICIAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER