Job Opportunities
University of the District of Columbia (UDC)

Position: GED Administrator
Salary Range: AD-1701 04/031-05 $ - $73,859 Per Annum
Location: Van Ness Campus
Areas of Consideration: District-wide
Responsible to: Interim State Director
Vice President, Academic Affairs

Announcement Number: 06-47
Date: 07-14-06
Closing Date: 08-04-06

Brief Description of Duties


Maintains internal financial control systems that govern fees, grant funds and appropriated funds accountability and compliance pursuant to the American Council of Education (ACE); U.S. Department of Education; District of Columbia Government; the University; and any other federal and local government agencies that may have a relationship with the unit and its programs and activities.

Collects and maintains all statistical data including test scores. Provides the SEA Director with monthly reports on data collected regarding the GED examination.

Reports writing and testing irregularities, to include invalid test scores, violation of ACE or District of Columbia states policy.

Manages the development and maintains archival GED Records and distributes GED transcripts and duplicate certificates upon request.

University of the District of Columbia is an equal opportunity employer
Qualifications Required

A Bachelor’s degree in Education, Business Administration or Business Management and one year of specialized experience is required. The specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position. In addition, applicant must have acquired skills in communication technology, customer service, conflict resolution, team building, strategic planning and forecasting.

All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit a UDC Application, cover letter and résumé along with contact information for three (3) references to:

Isabelle McMillian  
University of the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-420  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008