## Job Opportunities

**University of the District of Columbia (UDC)**

### Position: Project Assistant (GED)  
**Announcement**

### Salary Range: AD-303-12/04-08 $31,285 - $35,585 Per Annum  
**Date:** 12-12-05

### Location: Van Ness Campus  
**Number:** 05-80

### Areas of Consideration: District - wide  
**Closing Date:** 01-11-06

### Responsible to  
Interim State Director  
State Education Agency  
Vice President, Academic Affairs

### Brief Description of Duties

Screens GED test applicants for incomplete applications and eligibility based on GED and the American Council on Education guidelines.

Coordinates the schedules for GED proctors and examiners on a monthly basis.

Coordinates and maintains an updated database of GED test, transcripts and certificate applications.

Prepares GED transcripts for the GED administrator’s signature and the President of the University.

Registers GED candidates for the GED test by accepting applications and verifying photo-identification, district residency and age eligibility.

### Qualifications Required

One year of specialized experience is required. The year of 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 as described above.

(see reverse side)
All candidates will be considered without regard to race, color, religion, national origin, sex, age, martial 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 UDC Professional application and résumé to:

Ms. Isabelle McMillian
University to the District of Columbia
Office of Human Resources
Building 38, Suite 301-12
4200 Connecticut Avenue, N.W.
Washington, D.C. 20008