The Strategic Communications Office is looking for a Recent Graduate to assist with NRL’s mass communication and administrative duties. Students with a Bachelor’s degree in Journalism, Communication, Business (Marketing), or Graphic Arts/Design are preferred.

**List of Duties:** Create compelling mass communication products to reach target audiences. Products may be in different formats, including written, photo, video, graphics, or animations. Assist in office organization, archiving, and other duties as assigned.

**Requirements:**

Applicant must have been awarded a Bachelor’s or graduate degree within the last two years. Veterans who have completed a period of obligated uniform service of four years or more must have been awarded a Bachelor’s or graduate degree within the last four years.

Transcripts need to accompany your resume to verify education and eligibility.

Students must have at least a 2.5 GPA (based on 4.0 scale).

**Evaluation of Applicants:**

Applicants will be evaluated to determine eligibility for the program. Applicants will also be evaluated to determine qualifications using the OPM Qualifications Standards for the 1001 series: https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group- Standards. Successful completion of Administrative Careers With America (ACWA) or an equivalent assessment is required prior to appointment.

**To Apply:**

To apply to this position, please email your resume and transcripts to DoDPSS@hro1.nrl.navy.mil by Monday, August 13, 2018. Please include the job opportunity number in the email.

Please do NOT include social security numbers or date of birth. Please password protect your documents and send the password in a separate email. All applications and supporting documentation become the property of the Department of Navy and will not be returned once submitted.