The Strategic Communications Office is looking for a Recent Graduate to assist with NRL's marketing communications and exhibits. Graduates with a Bachelor's degree in Communication, Business (Marketing), or Graphic Arts/Design are preferred.

**List of Duties:**

- You will work within the business practices and manage many complicated logistics within a very tight deadline to coordinate between local, national, and sometimes international shows
- You will assist in managing and executing the conferences/exhibits budget and contracts
- You will frequently travel locally, nationally and sometimes internationally to oversee the installation and removal of exhibits
- You will produce imaginative preliminary designs for exhibits (including graphics and texts) for the intended audience, ensuring seamless branding integration

**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:**

Please email your resume and transcripts to DoDPSS@hro1.nrl.navy.mil. Please include the job opportunity number in the email. Please do NOT include social security numbers or date of birth. All applications and supporting documentation become the property of the Department of Navy and will not be returned once submitted.