



# Hotline



For Returned Volunteers/  
From the Office of Public Engagement

## Hot Resources

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## Special Issue

### Federal Employment



## Make Noncompetitive Eligibility Work for You!

By Bonnie K. Robinson

Returned Volunteer Services Program Specialist (RPCV Ukraine, 2002-05)

## Peace Corps Hotline

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To place job announcements, visit  
[www.peacecorps.gov/rpcv/hotline](http://www.peacecorps.gov/rpcv/hotline)  
or contact  
Peace Corps

Returned Volunteer Services  
Phone: 202.692.1430 or  
800.424.8580, ext. 1430  
E-mail: [hotline@peacecorps.gov](mailto:hotline@peacecorps.gov)  
Fax: 202.692.1421

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- Private Sector
- International Sector
- Intern/Volunteer
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- AmeriCorps/VISTA
- Fellows/USA
- Peace Corps Response

In the four years that I have been the Program Specialist in Peace Corps' Returned Volunteer Services, the department that publishes *Hotline* and provides career and transition support to RPCVs, I have interacted with thousands of returned Volunteers. I've found that the number one point of confusion when it comes to RPCV benefits is this mysterious thing called noncompetitive eligibility (NCE). NCE is the most misunderstood, undervalued, and often overlooked benefit of Peace Corps service. Sure, group health insurance and graduate school perks are easily-enough comprehended, but a special hiring mechanism that enables you to bypass the application process for a federal job? "You've got to be kidding," most RPCVs think. "Does

that really work?"

I am here to tell you that it does indeed work; however, the difficulty for RPCVs often lies in understanding the details of this nuanced mechanism, and in helping agencies see its value to the hiring process. Nonetheless, my own professional and personal experience is proof of the enthusiasm and the desire that federal agencies have for hiring returned Volunteers who have NCE. My department has relationships with literally hundreds of federal agencies, and we have dozens of program partners who have hired RPCVs using this mechanism in the time that I have been here. Furthermore, I recently secured a new position at a federal agency using the noncompetitive eligibility awarded to Peace Corps staff (a slightly differ-

ent mechanism than the NCE granted to returned Volunteers, but one whose basic premise is the same). As someone who has both supported RPCVs in leveraging their NCE and successfully leveraged her own, I offer the following best practices in the hopes that they will educate and empower you to advocate for yourself when it comes to NCE.

### 1. Know the details of NCE

NCE is a special hiring mechanism that permits (but does not require) a competitive service agency to hire an RPCV who meets the minimum qualifications for the position. This means you don't have to be the most qualified person for the job; you just have to prove that you can do the job successfully by meeting the minimum requirements. RPCVs often ask what the



### Public Sector

**WAGE HOUR TECHNICIAN • Savannah, Ga.**  
GS-5/9 noncompetitive eligibility position available with U.S. Department of Labor, Wage and Hour Division. Duties: responds to questions from public on laws enforced by department, including minimum wage, overtime, child labor, and family leave; takes complaints of potential violations; contacts employers to remedy violations, collect back wages, and obtain assurance of future compliance. Qualifications: current non-competitive eligibility status; fluent spoken and written Spanish language skills; customer service experience preferred. Deadline: 5/31/2011. For more information and to apply, email DOS, resume, and cover letter to Benjamin.Larry@dol.gov; phone: 912.652.4224, ext. 17; website: www.dol.gov/whd. *Please read letter on page 28 regarding eligibility for this position.*

**PROGRAM ANALYST • New York**  
GS-7 noncompetitive eligibility position available with General Services Administration, Federal Acquisition Service. Duties: participates in initiatives, studies, and projects that impact de-

partment's programs through strategic planning and process improvement; gathers data and analyzes requirements for strategic business recommendations. Qualifications: current noncompetitive eligibility; undergraduate GPA of 2.95 with 3.45 or higher in major field of study or one year of graduate level education; self-motivation; analytical and communication skills. Deadline: 5/20/2011. Salary: \$43,738–\$56,863. For more information to apply, submit resume to tricia.sieveke@gsa.gov, subject line "Peace Corps Volunteer Employment Consideration"; phone: 202.264.1372; website: www.gsa.gov. *Please read letter on page 28 regarding eligibility for this position.*

**WAGE HOUR TECHNICIAN • Atlanta**  
GS-5/9 noncompetitive eligibility position available with U.S. Department of Labor, Wage and Hour Division. Duties: enforces federal laws regulating wage payments; answers questions from public on application of laws; takes complaints; contacts employers to resolve violations. Qualifications: current noncompetitive eligibility status; Spanish language fluency; customer service experience preferred. Deadline: 5/31/2011. For more information and to apply, email DOS,

resume, and cover letter to Benjamin.Larry@dol.gov; phone: 912.652.4224, ext. 17; website: www.dol.gov/whd. *Please read letter on page 28 regarding eligibility for this position.*

### Private Sector

**PROGRAM ASSOCIATE, EARNBENEFITS (REF# 11-42) • Memphis, Tenn.**  
Position available with Seedco. Duties: serves as staff for network of organization's EarnBenefits initiative to help low-wage workers access income-enhancing benefits and work support. Qualifications: B.A./B.S. and five years' related experience; M.P.A. or M.B.A. preferred; three years' relevant experience in non-profit management or in non-profit setting; experience in grant writing and developing budgets for grant proposals. For more information and to apply, email jobopenings@seedco.org; website: www.seedco.org.

**DEPUTY REGIONAL DIRECTOR, ASIA • D.C.**  
Position available with Population Services International. Duties: works closely with regional director to develop, drive, and monitor project in line with corporate strategic plan; provides direct supervision, including personnel recruitment, management and mentoring, as well as performance management to at least five platforms in region. Qualifications: seven years' work experience in developing country; senior management experience, in two or more developing countries preferred; 10 years' personnel, program, or financial management experience, in social marketing preferred. Deadline: 6/24/2011. For more information and to apply, email www.psi.org.

**BICYCLE FLEET MANAGER • D.C.**  
Position available with Bike and Roll DC. Duties: performs fleet oversight for over 500 bicycles; coordinates and maintains bicycles according to preventive maintenance plan and company guidelines; collaborates with managers on fleet readiness and distribution; supports and trains guides and staffers with basic bicycle maintenance activities; reviews and retains maintenance log. Qualifications: appreciation of hands-on activities; ability to perform basic bicycle maintenance; appreciation of casual work environment; enjoyment of cycling and learning; ability to work with general public and collaborate with others; valid driver's license. Deadline: 5/24/2011. For more information and to apply, email jobs@bikethesites.com; phone: 202.842.2453; website: www.bikethesites.com/Employment-with-Bike-and-Roll-Washington-DC/.

# HOT! OPPORTUNITIES

### PEACE CORPS CAMPUS REPRESENTATIVE AT FLORIDA STATE UNIVERSITY • Tallahassee, Fla.

Part-time position available with Florida State University (FSU). Duties: works closely with Peace Corps Southeast Regional Recruiting Office; coordinates, designs, and implements recruitment events at Florida State University; evaluates applications; conducts personal interviews; presents programs to student groups, classes, and larger community; works closely with local RPCVs. Qualifications: RPCV status; excellent oral and written communication skills; innovation and ability to work independently; ability to maintain 20 office hours per week during academic semester. Deadline: 6/15/2011. For more information and to apply, email cover letter and resume to Dr. Petra Doan, Coordinator, pdoan@garnet.acns.fsu.edu or kayers@peacecorps.gov; phone: 404.562.3475.

### PEACE CORPS CAMPUS REPRESENTATIVE • New York

Part-time position available with New York University. Duties: plans and conducts campus recruitment activities; organizes and makes public presentations; represents Peace Corps at career fairs, information tables, and class talks; interviews candidates; establishes relations with professors, staff, and campus community; works closely with career services center and New York Peace Corps office. Qualifications: strong professional communication skills; experience organizing events and presentations; strong interpersonal skills; ability to work independently while functioning as strong team member; ability to manage multiple deadlines. Applicant must be an RPCV and student at New York University; graduate student preferred. Deadline: 5/27/2011. For more information and to apply, e-mail Lisa at lreitmeyer@peacecorps.gov.



### **CONSULTANT, PROGRAMS AND OPERATIONS • D.C.**

Position available with Population Services International. Duties: performs various services for report and proposal writing, budget preparation, research support, financial analysis, and technical assistance. Qualifications: experience living and working in developing country; five years' professional experience; strong writing skills; French language fluency. Deadline: 6/29/2011. For more information and to apply, email [ea\\_adm@psi.org](mailto:ea_adm@psi.org); website: [www.psi.org](http://www.psi.org).

### **HOSTEL LIVE IN MAINTENANCE POSITION • Portland, Or.**

Position available with North West Portland International Hostel and Guesthouse. Duties: serves on call four to five nights per week; maintains furniture, equipment, buildings, and grounds; helps maintain security; learns front desk operations. Qualifications: all around maintenance experience; ability to work well with people; ability to work effectively without supervision; adaptability; willingness to do variety of tasks; knowledge of hostelling; support of mission. Salary: \$12/hour. Deadline: 6/7/2011. For more information and to apply, email [Jim@NWPortlandHostel.com](mailto:Jim@NWPortlandHostel.com); phone: 503.827.0405; website: [www.nwportlandhostel.com](http://www.nwportlandhostel.com).

### **LOAN OFFICER • New Orleans, La.**

Position available with Seedco Financial. Duties: acquires and expands community development lending opportunities in target markets with focus on providing loan financing and technical assistance to small businesses. Qualifications: B.A./B.S. preferred; two years' lending experience; prior work-related experience and knowledge of community development lending, small business administration loans, and traditional and alternative loan programs beneficial. For more information and to apply, email [SFS-jobopenings@seedco.org](mailto:SFS-jobopenings@seedco.org).

### **BUSINESS EDUCATION COURSE INSTRUCTOR • New York**

Position available with NYC Business Solutions. Duties: teaches course based on provided materials; collects intake forms from clients at first session; tracks client attendance for all sessions; adheres to invoicing procedures and instructions. Qualifications: three years' experience in development, facilitation, and delivery of classroom training, particularly application of adult learning techniques or providing consulting and technical assistance services to small business owners; strong verbal and written communication skills; ability to organize engaging presentations; knowledge and application of adult learning techniques; experience

launching and running small business. Salary: \$60/hour. Deadline: 6/1/2011. For more information and to apply, email [jvenia@nyc-business-solutions.com](mailto:jvenia@nyc-business-solutions.com); phone: 212.618.8947; website: [www.nyc.gov/nycbusiness](http://www.nyc.gov/nycbusiness).

### **ASSOCIATE PROGRAM MANAGER, ASIA • D.C.**

Position available with Population Services International. Duties: advises field platforms on technical, capacity building, development, and strategic issues; serves as primary point of contact for overseas staff; monitors contract compliance across diverse set of donor agreements. Qualifications: M.A. in relevant subject or equivalent experience; two years' prior work experience in developing country; proficiency in Word processing, Excel spreadsheet software, and basic data analysis; Asian or Russian language fluency preferred. Deadline: 6/28/2011. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### **FRONT DESK GREETER/DATA ENTRY CLERK (REQ#11-47) • New York**

Position available with Seedco. Duties: works as initial face of center to all jobseekers and visitors; provides patrons with information regarding

center and all services provided. Qualifications: high school diploma or GED; customer service experience or prior front desk experience preferred; ability to work effectively in high volume, performance-based environment; ability to effectively interact and work with individuals with diverse backgrounds. For more information and to apply, email [jobopenings@seedco.org](mailto:jobopenings@seedco.org).

### **ASSISTANT MANAGER • D.C.**

Position available with Bike and Roll DC (Bike the Sites). Duties: oversees daily business operations in coordination with site manager; provides excellent customer service; supervises rental operations; manages rental staff; collaborates with tour manager; oversees administrative tasks; serves customers as needed; maintains retail merchandise display. Qualifications: one year's experience in leadership position; strong organization skills; ability to work with others; experience with bikes not required; enjoyment of casual work environment; ability to think creatively; knowledge of Microsoft Office. Deadline: 5/24/2011. For more information and to apply, email [jobs@bikethesites.com](mailto:jobs@bikethesites.com); phone: 202.842.2453; website: [www.bikethesites.com/Employment-with-Bike-and-Roll-Washington-DC/](http://www.bikethesites.com/Employment-with-Bike-and-Roll-Washington-DC/).

## *Tips from the Certification Specialist*

If you have become a federal employee after service, why should you make the deposit to "buy back" service credit towards retirement? To receive a monthly annuity from the federal government, you must be vested in a retirement system. Being vested in Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS) requires five years of creditable civilian service. If you served for 2 years (training time is not included), then you can "buy back" credit for those 2 years of service to couple with your time as a federal employee to help meet the 5 year vesting requirement. For example, Peace Corps staff positions are limited to 30-month tours, so having your volunteer service credited toward retirement frequently adds enough time to meet the vesting requirement. For important details, visit <http://www.peacecorps.gov/index.cfm?shell=resources.returned.benefits.fedretire> and contact [certifications@peacecorps.gov](mailto:certifications@peacecorps.gov) to obtain a Peace Corps Certification of Service to submit to your HR department. Please allow 7-10 business days to process your Certification request.



~ Nicolette Fertakis,  
Peace Corps Certification Specialist



### **INTERNATIONAL DEVELOPMENT ASSOCIATE FOR PUBLIC HEALTH • New Rochelle, N.Y.**

Position available with Salesian Missions Inc. Duties: manages grant writing and management, capacity building, and technical guidance for international public health programs funded by institutional donors. Qualifications: M.A. in public health; three years' experience in health programs management; foreign language fluency; strong written and oral communication skills; strong interpersonal and cross-cultural skills; ability to travel internationally. Deadline: 5/20/2011. For more information and to apply, email [jaimec@salesianmissions.org](mailto:jaimec@salesianmissions.org); phone: 914.633.8344; website: [www.salesianmissions.org](http://www.salesianmissions.org).

### **PROGRAM ASSISTANT, FAMILY REWARDS (REF# 11-41) • New York**

Position available with Seedco. Duties: supports organization's senior program associate with day-to-day implementation and data reporting for program. Qualifications: B.A./B.S.; exposure and familiarity with management information systems and data tracking technology; strong quantitative, analytical, and problem-solving

skills; excellent computer skills, particularly in Excel and Word. For more information and to apply, email [jobopenings@seedco.org](mailto:jobopenings@seedco.org).

### **PROGRAM ASSISTANT • New York**

Position available with Seedco. Duties: provides support to Back to Work program staff. Qualifications: B.A./B.S.; two years' relevant experience; strong computer skills; knowledge of Excel and Microsoft Office; strong organization skills; ability to perform complex tasks and prioritize multiple projects. For more information and to apply, email [jobopenings@seedco.org](mailto:jobopenings@seedco.org).

### **PROGRAM COORDINATOR • D.C.**

Position available with IREX. Duties: supports and tracks communications, monitoring and evaluation, alumni programming, event planning, and working with partner institutions. Qualifications: three years' experience with event planning and coordination, project coordination, and communications and alumni programming; strong interpersonal, communication, and computer skills including new media; strong attention to detail; demonstrated cross-cultural communication skills; international work or study experience in

South Asia or Middle East preferred. For more information and to apply, visit <http://careers.irex.org/Openings.aspx>.

### **INDIVIDUAL GIVING DIRECTOR • Surry, Maine or Telecommute from home office**

Position available with Sustainable Harvest International. Duties: manages major gifts, planned giving, direct mail, online giving, and donor acquisition; contributes to doubling budget. Qualifications: B.A./B.S.; five years' experience in non-profit organization; demonstrated success in development function; ability to travel frequently; ability to manage competing priorities; Spanish language fluency preferred. Deadline: 5/31/2011. For more information and to apply, email [jobs@sustainableharvest.org](mailto:jobs@sustainableharvest.org); phone: 207.669.8254; website: [www.sustainableharvest.org](http://www.sustainableharvest.org).

### **INTERNATIONAL ACCOUNTANT • DC**

Position available with Elizabeth Glaser Pediatric AIDS Foundation. Duties: provides overall administrative support to international accounting unit including maintenance of wire log and serving as primary point of contact for filing general journal entries and compliance documentation. Qualifications: B.A./B.S.; three years' professional experience, in related field preferred; experience with federal compliance rules, regulations, and standards associated with federal funding and non-profit accounting; French language fluency preferred. Deadline: 5/23/2011. For more information and to apply, visit [www.pedaids.org](http://www.pedaids.org).

### **SENIOR PROGRAM ASSOCIATE/GIS ANALYST • Arlington, Va.**

Position available with Winrock International. Duties: serves as geographic information system and remote sensing analyst as part of group of expert scientists working at cutting edge of climate change mitigation and adaptation research. Qualifications: M.A. and five years' experience or PhD and two years' experience in ecosystem ecology, forestry, environmental science, land use planning, natural resource management, or related field. For more information and to apply, visit [www.winrock.org](http://www.winrock.org).

### **CLINIC SYSTEMS AND PARTNERSHIPS SUPERVISOR • Portland, Ore.**

Position available with Outside In. Duties: leads quality assurance and improvement initiatives; develops and maintains strategic community partnerships; oversees outreach operations; integrates alternative and conventional care for integrated allopathic and naturopathic federally qualified health center; serves diverse population of homeless and low-income clients. Qualifications: M.A. in public health or equiva-

## RPCV CAREER EVENTS

- Career Fairs
- Webinars
- Employer Information Sessions
- Workshops
- Networking



One of the best ways to utilize your Noncompetitive Eligibility is to attend one of Returned Volunteer Services' RPCV Career Events. RVS host events throughout the year, online, at Peace Corps Headquarters, and in various cities around the United States.

Find upcoming career events at [www.peacecorps.gov/rpcv/events](http://www.peacecorps.gov/rpcv/events).

# Peace Corps Response

## Peace Corps Response Hot Jobs

### French-speaking RPCV with data management experience needed in Benin.

A [Management Information Systems Assistant](#) is needed to develop a unique data information management system that can produce adequate data for reports on interventions being conducted by Population Services International in Benin. The Volunteer will coordinate the data collection mechanism from information sources, ensure quality control for all data collected, and ensure the validation of data to be provided in various reports on program accomplishments.

### IT Specialist needed in Jamaica.

An [IT Specialist](#) is needed to help with the development of a database management process for the Ministry of Agriculture and Fisheries. The Volunteer will develop systems for the automatic generation of reports using Crystal and/or Microsoft reporting, as well as train key support staff in administration and maintenance of the site. The PCRV will also prepare user manuals of all codes used in the system and advise on the use of open source technology.

### Public health workers needed in Malawi.

Multiple [HIV/AIDS District Technical Advisors](#) are needed to help the Government of Malawi strengthen the project planning, management, monitoring, evaluation, and reporting of district assemblies to better respond to Malawi's generalized HIV/AIDS epidemic. The Volunteers will assist with institutional strengthening of organizations involved in HIV/AIDS work.

### RPCV with American Sign Language skills needed in the Philippines.

A [Deaf Advocacy Specialist](#) is needed to assist in the development and implementa-



## Teaching Positions

*Calling all teachers!*

*Summer vacation is quickly approaching. What are your plans for next year? Peace Corps Response has openings for teachers starting in late summer and early fall. Here are just a few of the many education assignments currently in recruitment...*

**CAMBODIA.** An [English Curriculum Technical Advisor](#) is needed to assist in the development of a national English curriculum for grades 7–12 that will be tailored to the Cambodian context. The Volunteer will develop a syllabus, standards, and textbook specification for grades 7–9 and 10–12, as well as oversee two technical working groups for textbook development.

**EL SALVADOR.** A [TEFL Teacher Trainer](#) is needed to train the English faculty at the University of El Salvador in methods of instruction for Teaching

English as a Foreign Language (TEFL) and English for Academic Purposes (EAP). The Volunteer will make recommendations for improvements to the current TEFL curriculum and will then train English professors on new and innovative ways of delivering the lesson material to students.

**GUINEA.** [University Level Teacher Trainers](#) are needed to teach English classes to students at several major universities in Guinea. The English instruction will be based on an integrated skills model (i.e., reading, writing, listening, and speaking skills). The PCRVs will train other Guinean teachers on English teaching techniques and methods. This training will include classroom observations, developing materials, and group work with counterparts.

**LIBERIA.** [Math Teachers](#) and [Science Teachers](#) are needed to teach math and science classes to junior and senior high school students. The teachers will design, review, and revise the curriculum and will prepare standard lesson plans and other teaching materials. The Volunteers will also create a set of standards for evaluating student progress. In addition, the PCRVs will provide instruction and support to teacher counterparts and participate in extracurricular activities.

tion of a series of trainings for caregivers of the deaf on child sexual abuse prevention. The Volunteer will develop a manual of operations detailing how to replicate an advocacy program for the deaf community on children's rights and child sexual abuse prevention. The PCRV will also enhance an existing training manual specifically targeted to the deaf community.

Peace Corps Response currently has over 60 openings in more than 25 countries!

View [all of our open positions](#) and apply today!

## Ask Hotline

**Q:** If a prospective employer wants to confirm that I served in the Peace Corps, what should I do?

**A:** Requests for confirmation of service are handled by the Peace Corps Certification Specialist. Direct your requests to [certifications@peacecorps.gov](mailto:certifications@peacecorps.gov). Please include your name during service, approximate dates of service, and country of service. Please allow 7 to 10 business days to process your request.



to implement HIV/AIDS services and activities with USAID's Africa Bureau's Office of Sustainable Development. Qualifications: M.A. in public health or public policy; 10 years' experience in HIV/AIDS programming, including three years' experience focused on international public health programming or implementation in developing country or resource challenged setting; U.S. citizenship. Deadline: 5/30/2011. For more information and to apply, email [ghfprecruitment@ghfp.net](mailto:ghfprecruitment@ghfp.net); phone: 202.661.8020; website: [www.ghfp.net](http://www.ghfp.net).

### International

#### ENGLISH TEACHERS • Riyadh, Kingdom of Saudi Arabia or Beijing, China

Positions available with World Education Group, LLC. Duties: provides intensive English language training in Riyadh or Beijing for 2011-2012 academic year. Qualifications: B.A./B.S.; two years' experience teaching English or English as second language, commitment towards organization's goal; enthusiasm; ability to be open-minded. Salary: \$22K-\$50K. Deadline: 7/1/2011. For more information and to apply, email [jessican@worldeducationgroup.com](mailto:jessican@worldeducationgroup.com).

#### FINANCE AND GRANTS MANAGER • Bosnia

Position available with IREX. Duties: negotiates agreements with sub-grantee; ensures procurement is in compliance with U.S. government regulations; monitors project budgets; provides required reporting. Qualifications: experience in finance and grants management for international organizations or donors; five years' work experience as financial manager, grants manager, or controller preferred; strong interpersonal skills; ability to interact effectively with partners, donors, stakeholders, and personnel associated with program; Bosnian language fluency. For more information and to apply, visit <http://careers.irex.org/Openings.aspx>.

#### DEPUTY CHIEF OF PARTY/UNIVERSITY DEVELOPMENT SPECIALIST • Kabul, Afghanistan

Position available with Purdue University. Duties: provides strategic leadership and oversight as team member collaborating with chief of party; works at various universities in Afghanistan; co-coordinates capacity building activities with faculty of agriculture at Kabul University. Qualifications: M.A. in agriculture field; four years' experience in agriculture production; management or marketing experience; international development experience; project management experience; cross-cultural skills; strong oral and

lent degree; self-direction; innovation; detail orientation; computer skills. Salary: \$35,500-\$39,500. For more information and to apply, email [apply@outsidein.org](mailto:apply@outsidein.org); website: [www.outsidein.org/employment.htm](http://www.outsidein.org/employment.htm).

#### CLINIC OPERATIONS SUPERVISOR • Portland, Ore.

Position available with Outside In. Duties: oversees primary care teams; enables services staff for integrated allopathic and naturopathic federally qualified health center; serves diverse population of homeless and low-income clients. Qualifications: M.A. in public health or equivalent degree; supervision and healthcare experience; self direction; innovation; detail orientation; computer skills. Salary: \$35,500-\$39,500. For more information and to apply, email [apply@outsidein.org](mailto:apply@outsidein.org); website: [www.outsidein.org/employment.htm](http://www.outsidein.org/employment.htm).

#### CONSULTANT, HIV DEPARTMENT • D.C.

Six-month, part-time position available with Population Services International. Duties: assists organization's fast paced HIV Department; works 20 hours per week; learns about health research, HIV prevention, and international development. Qualifications: B.A./B.S.; M.A. preferred; international public health or development experience preferred; strong writing and communication ability; proficiency in Microsoft applications; excellent organization and analytical skills; creative problem solving ability; experience with HTML preferred; French or Spanish language skills preferred. Deadline: 7/2/2011. For more information and to apply, email [HIV-intern@psi.org](mailto:HIV-intern@psi.org); website: [www.psi.org](http://www.psi.org).

#### SENIOR HIV/AIDS TECHNICAL ADVISOR • D.C.

Position available with Global Health Fellows Program. Duties: plays strong role in helping



written communication skills; entrepreneurial and analytical skills; physical capacity to work in conditions including extreme temperatures. Deadline: 7/29/2011. For more information and to apply, visit <http://purdue.taleo.net/careersection/wl/jobdetail.ftl>.

### REGIONAL RESEARCHER, EAST AFRICA • Nairobi

Position available with Population Services International. Duties: co-develops and reviews research monitoring and evaluation activities including logical framework development, study design, questionnaire development, data analysis, and dissemination; trains country-level researchers; builds capacity to design studies; oversees data collection; analyzes, interprets, and disseminates results. Qualifications: M.A. in public health, behavioral sciences, population studies, psychology, communication, or related field preferred; PhD beneficial. Deadline: 6/24/2011. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### SUB-RECIPIENT ASSESSMENT CONSULTANT • Nepal

Position available with Population Services International. Duties: leads and conducts programmatic assessment of each nominated sub recipient. Qualifications: M.A. in international development, related field, or equivalent work experience; experience assessing or monitoring grant recipients; experience working in Nepal preferred; ability to travel within Nepal. Deadline: 6/24/2011. For more information and to apply, email [sgoradia@psi.org](mailto:sgoradia@psi.org); website: [www.psi.org](http://www.psi.org).

### NGO CAPACITY BUILDING SPECIALIST • Erbil, Iraq

Position available with IREX. Duties: develops basic and advanced watchdog training curriculum and training programs; supports formation of and activities for Iraq coalitions and networks promoting transparency and accountability within various sectors and government institutions; develops skills and capacity of team of organization's Iraqi program officers. Qualifications: six years' experience working with civil society organizations on good governance issues; experience working with various training methodologies and conducting direct trainings; experience working in Middle East preferred; Arabic or Kurdish language fluency preferred. For more information and to apply, visit <http://careers.irex.org/Openings.aspx>.

### PROGRAM LEADER • Rabat, Morocco

Position available with Morocco Exchange. Duties: leads short-term cultural immersion and academic programs of American university

# Got NCE?

Find calls for NCE resumes on the RPCVNetwork Listserv.  
<http://groups.google.com/group/rpcvnetwork>

students in Morocco. Qualifications: Darija or French language fluency preferred; leadership experience; desire to introduce students to Morocco and Moroccan culture; passion to build bridges between U.S. and Arab world. Deadline: 5/30/2011. For more information and to apply, email [katy@moroccoexchange.org](mailto:katy@moroccoexchange.org); phone: 011.212.677.39.38.42; website: [www.moroccoexchange.org](http://www.moroccoexchange.org).

### TEACHER • Korea

Position available with The Footprints Recruiting Company. Duties: works with co-teacher to conduct English language classes; follows public school curriculum; creates lessons that supplement material in text books; evaluates and grades assignments. Qualifications: B.A./B.S.; ability to commit to 12 month contract. Salary: \$1,595–\$2,391/month. Deadline: 5/21/2011. For more information and to apply, email [careers@footprintsrecruiting.com](mailto:careers@footprintsrecruiting.com); phone: 604.677.6556; website: [www.footprintsrecruiting.com](http://www.footprintsrecruiting.com).

### COORDINATOR OF INTERNATIONAL MOUNTAIN DAY • Buea and Cameroon

Position available with International Centre for Environmental Education. Duties: climbs 13,451 feet of Mount Cameroon in West Africa; visits touristic sites; creates blog and network for event; carries fund raising for event, reports on event. Qualifications: strong health conditions; at least 21-years-old. Deadline: 9/15/2011. For more information and to apply, email [icenedev2006@yahoo.com](mailto:icenedev2006@yahoo.com); phone: 011.2.379.627.8931; website: [www.icenedev.org](http://www.icenedev.org).

### PROJECT DIRECTOR, YOUTH LEADERSHIP DEVELOPMENT PROGRAM • Bosnia

Position available with IREX. Duties: provides vision and strategic direction for program; devel-

ops and delivers sequenced series of activities to meet program directives; develops and maintains effective partnerships with local civil society organizations. Qualifications: demonstrated experience with youth programming particularly in area of leadership development, civic engagement, or capacity-building; 10 years' professional civil society development experience preferred; Bosnian language fluency; project director experience preferred; experience managing donor-funded projects; USAID experience preferred. For more information and to apply, visit <http://careers.irex.org/Openings.aspx>.

### WATER/WELL SYSTEM ENGINEER • Tafuna, American Samoa

Position available with American Samoa Power Authority. Duties: performs engineering and project management for provision, transmission, treatment, and protection of public drinking water systems; designs, constructs, and operates drinking water systems and applicable regulations; oversees staff and assists managers as needed. Qualifications: B.A./B.S. in civil, mechanical, environmental, or agricultural engineering; active U.S. registration as professional engineer or eligibility to become registered within 12 months; six years' experience in water engineering including project management, or four years' experience and M.S. in engineering; knowledge of environmental protection agency regulations. Salary: \$50K–\$75K. For more information and to apply, email [sualauvi@aspower.com](mailto:sualauvi@aspower.com); phone: 684.699.3040; website: [www.aspower.com](http://www.aspower.com).

### THIRD GRADE HOMEROOM TEACHER • Mixco, Guatemala

Position available with Colegio Decroly Americano. Duties: leads design, planning, and de-



livery of curriculum to students; keeps records of student development; communicates with parents through written reports; monitors student behavior; supervises students in and out of classroom. Qualifications: B.A./ B.S in Education preferred; strong academic background; classroom teaching experience preferred. Salary: \$1,000–\$1,100/month; housing; airfare. Deadline: 6/10/2011. For more information and to apply, email [ana.deescobedo@decrolyamericano.com](mailto:ana.deescobedo@decrolyamericano.com); phone: 011.502.2380.2380; website: [www.decrolyamericano.com](http://www.decrolyamericano.com).

### ADVOCACY AND COMMUNICATIONS SPECIALIST, MALARIA • Nairobi

Position available with Population Services International. Duties: leads organization's work on malaria advocacy at both national and international levels; ensures ACTwatch results are influencing malaria medicine policy to maximum effect. Qualifications: B.A./B.S. in communications, journalism, international relations, public health, or equivalent experience; five years' experience in advocacy, communications, or public relations; one year's experience in developing country; one year's experience focusing on public health issues; knowledge of malaria preferred; French language fluency preferred. Deadline: 7/4/2011. For more information and to apply, visit [www.psi.org](http://www.psi.org).

### USAID FOREIGN SERVICE LIMITED OFFICER POSITIONS • Afghanistan

Positions available with Management Systems International. Duties: promote development in Afghanistan; open positions are available in various fields, including democracy, health, education, economics, agriculture, and engineering. Qualifications: B.A./B.S. preferred; two years' overseas experience; prior experience on USAID funded programs or with USAID; knowledge of Pashto or Dari; experience in Afghanistan, Pakistan, Iraq, Sudan or other conflict zone. Deadline: 6/20/2011. For more information and to apply, visit [www.msiworldwide.com/careers](http://www.msiworldwide.com/careers).

### UNIVERSITY DEVELOPMENT SPECIALIST • Mazari Sharif and Jalalabad, Afghanistan

Position available with Purdue University. Duties: provides critical coordination function for all capacity building activities with faculty; coordinates role over all disciplines on campus. Qualifications: M.A. in any agriculture major; one year experience in plant sciences, natural resources, or agricultural economics; background in agriculture; cross-cultural awareness; strong oral and written communications skills; entrepreneurial and analytical skills; good interpersonal and leadership skills. Deadline: 7/29/2011. For more information and to

apply, visit <http://purdue.taleo.net/careersection/wl/jobdetail.ftl>.

### ENGLISH LANGUAGE TEACHER • Jakarta, Indonesia

Position available with Wall Street Institute - School of English. Duties: teaches English as second language; uses fun, communication based method; works in total English environment with small classes; instructs adult students; teaches one hour long classes with approximately 3 students each; guides, motivates, evaluates, and inspires students. Qualifications: B.A./B.S. in English or TEFL related field; TEFL certification with CELTA or Trinity certification preferred. Salary: \$1,500–\$1,800. Deadline: 6/15/2011. For more information and to apply, email [andrew.whitmarsh@wallstreet.ac.id](mailto:andrew.whitmarsh@wallstreet.ac.id); phone: 011.622.1725.2625; website: [www.wallstreet.ac.id/en](http://www.wallstreet.ac.id/en).

### MEDIA EXPERTS, UKRAINE MEDIA PROJECT • Kyiv, Ukraine

Positions available with IREX. Duties: develop and implement activities to support and strengthen media sector; provide training seminars, workshops, and in-house consultancies for media outlet; develop and maintain effective partnerships with media organizations; contribute to monitoring, evaluation, and reporting requirements. Qualifications: demonstrated expertise in one or more areas of media; regional experience preferred; Ukrainian or Russian language fluency. For more information and to apply, visit [www.irex.org/careers](http://www.irex.org/careers).

### GLOBAL FUND MONITORING AND EVALUATION CONSULTANT • Juba, Sudan

Position available with Population Services International. Duties: completes periodic review of all sub-recipient reports for accuracy; combines reports to regularly update grant performance tool; conducts quarterly field supervision visits to sub-recipients to verify reported results on progress; updates reports. Qualifications: B.A./B.S.; M.A. in health or social science preferred; four years' experience, in southern Sudan or other developing country beneficial. Deadline: 5/20/2011. For more information and to apply, email [malli@psi-sudan.org](mailto:malli@psi-sudan.org); website: [www.psi.org](http://www.psi.org).

### UNIVERSITY DEVELOPMENT SPECIALIST • Kabul, Afghanistan

Position available with Purdue University. Duties: provides critical coordination function for plant sciences, natural resources, and agricultural economics at Faculty of Agriculture at University of Kabul in Afghanistan. Qualifica-

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*Include your name, country of service, and dates of service in your request.*

tions: M.A. in any agriculture major; one year's experience in plant sciences, natural resources, or agricultural economics; background in agriculture; cross-cultural awareness; strong oral and written communications skills; entrepreneurial and analytical skills; good interpersonal and leadership skills. Deadline: 7/29/2011. For more information and to apply, visit <http://purdue.taleo.net/careersection/wl/jobdetail.ftl>.

### CHIEF OF PARTY, UKRAINE MEDIA PROJECT • Kyiv, Ukraine

Position available with IREX. Duties: develops and maintains effect partnerships with Ukrainian media organizations; serves as primary liaison with donors; coordinates with local, regional, and international organizations active in media and civil society sectors; manages and mentors project staff; oversees project budgeting; ensures budget discipline; oversees monitoring, evaluation, and reporting on program activities. Qualifications: eight years' experience working in journalism, media, development, or related

fields; overseas media experience, preferably in Eastern Europe or former Soviet Union; experience working as Chief of Party or equivalent for large and complex media projects; Russian language fluency. For more information and to apply, visit [www.irex.org/careers](http://www.irex.org/careers).

### FINANCE AND GRANTS MANAGER, UKRAINE MEDIA PROJECT • Kyiv, Ukraine

Position available with IREX. Duties: negotiates agreements with sub-grantees and subcontractors; provides financial management and monitoring of agreements; provides finance support to grantees; ensures procurement is in compliance with organization's policies and U.S. government regulations; monitors project budgets and provides required reporting; travels to regional project sites for financial and grant management monitoring. Qualifications: familiarity with relevant Ukrainian law and regulations; five years' responsible work as financial manager, grants manager, or con-

troller preferred; experience providing finance and grants management for USAID programs preferred; Ukrainian and Russian language fluency. For more information and to apply, visit [www.irex.org/careers](http://www.irex.org/careers).

## Education

### MIDWEST TEACHER TRAINING PROGRAM • Madison, Wis.

Earn a TEFL certificate in a five-week intensive on-site teacher training program preparing trainees to teach English in classrooms overseas. Ten percent tuition discount to RPCVs and AmeriCorps VISTAs with proof of service. The program offers a hands-on approach to teaching, with practice-teaching, classroom observations, and job placement assistance. Midwest is part of an ESL school, giving students opportunities to interact with professional teachers and international students. No teaching experience required. For more information, email [info@mttp.com](mailto:info@mttp.com); mail Midwest Teacher Training Program, 19 N. Pinckney Street, Madison, WI 53703; phone: 800.765.8577; website: [www.mttp.com](http://www.mttp.com).

## Intern/Volunteer

### HOST FAMILIES • North Bay Area, Calif.

Positions available with Center for Cultural Interchange & Greenheart Travel. Duties: provide open communication, encouragement, patience, daily meals, safe room and board, and quiet place to study; provide local transportation; treat student as member of family. Qualifications: volunteer cultural immersion experience; family, couples, and individuals needed. For more information and to apply, email [ltibbett@cci-exchange.org](mailto:ltibbett@cci-exchange.org); phone: 707.287.4410; website: [www.cci-exchange.com/hostinquiry.aspx](http://www.cci-exchange.com/hostinquiry.aspx).

### FIELD INSTRUCTOR INTERN • Peninsula, Ohio

Internship available with Conservancy for Cuyahoga Valley National Park. Duties: teaches students about history, ecology, sustainability, and social, economic, and environmental interaction of rivers and people in Cuyahoga Valley; earns environmental education certification; participates in professional development sessions. Qualifications: B.A./B.S. or equivalent; demonstrated interest in or knowledge of environment or arts; sincere desire to work with elementary and middle school students in intensive educational setting; First Aid and CPR certification. Salary: \$215/week. Deadline: 5/31/2011. For more information and to apply,

Your first year of membership in the National Peace Corps Association is FREE!

- Add a returned Peace Corps Volunteer group based on country of service, geographic region, or interest
- Connect with thousands of RPCVs around the U.S.
- Continue to receive WorldView magazine
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Want a more personal connection? RPCV Mentors can ease the transition home and help you make the most of Peace Corps community resources. They get it!



Learn more at [www.RPCVMentoring.org](http://www.RPCVMentoring.org).



email [info@cvnpa.org](mailto:info@cvnpa.org); phone: 330.657.2796;  
website: [www.conservancyforcvnp.org](http://www.conservancyforcvnp.org).

### **NEW WORLD PRIMATE CAREGIVER/ OFFICE ASSISTANT • Maui, Hawaii**

Position available with Pacific Primate Sanctuary, Inc. Duties: cares for and rehabilitates 70 rainforest monkeys; maintains monkeys' facility; keeps records; updates and creates protocol, and volunteer training. Qualifications: B.A./B.S. in wildlife management, biology, anthropology, agriculture, or related fields; small animal husbandry experience, computer skills, ability to learn, teach, and appreciate solitary, rural living; ability to make one-year commitment preferred; attends extensive primate care training. Deadline: 6/30/2011. For more information and to apply, email [pps@aloha.net](mailto:pps@aloha.net); phone: 808.572.8089; website: [www.pacificprimate.org](http://www.pacificprimate.org); [www.facebook.com/PacificPrimateSanctuary](http://www.facebook.com/PacificPrimateSanctuary).

### **CRACKING THE NUT CONFERENCE VOLUNTEER • D.C.**

Position available with AZMJ. Duties: assists in registration of attendees; guides attendees to proper meeting rooms, restrooms, and lunch; assist speakers and note-takers with needs, including computer issues. Qualifications: interest in rural and agricultural finance; ability to think on feet and guide conference participants; knowledge of blogging, video-blogging, and tweeting preferred. Deadline: 5/31/2011. For more information and to apply, email [rekka@azmj.org](mailto:rekka@azmj.org); phone: 703.914.5533; website: [www.crackingthenutconference.com](http://www.crackingthenutconference.com).

### **FUN CAMP COUNSELOR • Jamaica**

Position available with Blue Mountain Project. Duties: works with 5-12-year-old children in various activities including sports, games, arts and crafts, stories, and songs; develops lesson plans. Qualifications: training or experience in primary education; enjoyment of outdoor activities; ability to work as team member; acceptance

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<http://collection.peacecorps.gov/>

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Have any photos or stories from your Peace Corps experience?

of diverse religious beliefs religions, ethnicity, culture, and race; physical fitness. For more information and to apply, email [slp@bluemountainproject.org](mailto:slp@bluemountainproject.org); phone: 920.251.8562; website: [www.bluemountainproject.org](http://www.bluemountainproject.org).

### **AMBASSADOR • Jamaica**

Position available with Blue Mountain Project. Duties: works to gain understanding of Jamaican people and culture; provides technical assistance and program management to improve life in community. Qualifications: training or experience in health, education, business development and management, or civil or water engineering; ability to make 12 month commitment; experience working in developing country. For more information and to apply, email [ed@bluemountainproject.org](mailto:ed@bluemountainproject.org); phone: 715.690.5433; website: [www.bluemountainproject.org](http://www.bluemountainproject.org).

## **AmeriCorps/VISTA**

### **AMERICORPS YOUTH GARDEN EDUCATOR • Ketchem, Idaho**

Position available with Sawtooth Botanical Garden. Duties: leads garden and ecology based activities for youth ages 2-9; leads after school education, annual bug zoo, fall programming, snow school, and summer day camps. Qualifications: passion for science based education; self motivation; experience with youth; commitment to service. Salary: \$5,350 education award; living stipend. Deadline: 7/15/2011. For more information and to apply, email [allison@sbgarden.org](mailto:allison@sbgarden.org); phone: 208.726.9358; website: [www.sbgarden.org](http://www.sbgarden.org).

To submit a mailing and/or email address change, visit [www.peacecorps.gov/rpcv/info](http://www.peacecorps.gov/rpcv/info). You can also send changes of contact information to [rpcvupdate@peacecorps.gov](mailto:rpcvupdate@peacecorps.gov).

**Disclaimer :** When responding to a listing, please indicate with a cover letter that you are a returned Peace Corps Volunteer submitting your resume in response to a Hotline announcement. Questions concerning positions should be addressed to the advertiser, not to Returned Volunteer Services. Hotline is published twice monthly for the use of RPCVs and should not be posted on bulletin boards or passed on to non-RPCVs. The Peace Corps has no control over, nor responsibility for, Hotline advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write us.

*"...the [NCE] Hiring Event we had last year [was] so successful. As a result, there are 20+ RPCVs here at HUD who are making great strides in helping us break down housing barriers."*

Phillip D. Burrows, Project Management Office  
U.S. Department of Housing and Urban Development

Continued from page 1

advantage is to the employer of selecting an RPCV for a position if she or he is not the most qualified individual. Keep in mind that managers offer jobs based on multiple factors beyond simple ability to do the work, including personality, work style, and general fit. There may be something in your background that intrigues the hiring manager, or she might like the interpersonal or leadership experience you bring to the position from your Peace Corps service. With NCE, she can hire you for the skills and abilities you already have, and train you in the position-specific knowledge once you're on board (provided, of course, that you meet the minimum qualifications for the position in question).

NCE is granted to RPCVs under Executive Order (EO) 11103 and is a benefit reserved for those who successfully complete their Peace Corps service. However, in some rare cases where a Volunteer must leave service for reasons beyond his/her control, the Country Director may award NCE *provided that the Volunteer served 12 months including pre-service training*. Volunteers who resign from service are never awarded NCE, regardless of length of time served. If you are not sure whether you have NCE, check your Description of Service: if you do, it will reference Executive Order 11103 in the last paragraph.

Noncompetitive eligibility is active for 365 days from the COS date (not from the date you returned to the United States), though there are some circumstances in which NCE may be extended (see #3 below).

Now, all of this doesn't mean that RPCVs are entitled to federal employment. Federal agencies certainly like to use noncompetitive eligibility because it means they can bring in dynamic and qualified RPCVs much more quickly than if they had to compete their positions. They are not, however, required to hire you if you have it - this is a very different situation from the hiring preference awarded to veterans of the Armed Forces. You can't force

an agency to hire you with your NCE, and neither can Peace Corps. Peace Corps serves as an information-provider for agencies and RPCVs; we do not control the process of NCE hiring. Furthermore, because agencies hire RPCVs using NCE at their own discretion, we recommend that you make the hiring agency aware of your remaining NCE as clearly as possible (see #5 below).

When I used my own NCE to secure a new federal position recently, I must have said the phrase, "I am eligible for noncompetitive appointment" about 20 times over the course of my hiring process. Luckily, my future manager had hired RPCVs before and was familiar with our special status, but not all managers will be so comfortable with this mechanism. While it may feel like you're overstating the obvious, it is important to reiterate this point because you can't guarantee that hiring managers or HR specialists will (a) know what this means or (b) share your status with their colleagues. Returned Volunteer Services strives to educate as many federal agencies as possible about NCE, but we are a small department and there are thousands of hiring managers out there. It's therefore up to you to represent your status assertively and accurately, and to be ready to answer questions they might have. And please feel free to refer federal agencies to Returned Volunteer Services with any questions.

## 2. Know where your NCE works

Noncompetitive eligibility can be used for positions at competitive service agencies, those whose hiring processes are regulated by the U.S. Office of Personnel Management (OPM). The majority of federal agencies are in the competitive service; however, there are certain other agencies, such as the State Department, USAID, and others, which are called excepted service agencies. This means they regulate their own hiring procedures and your NCE is generally not relevant. However, there may be certain competitive service positions at those agencies. It's always a good idea to ascertain

whether a position in an excepted service agency is actually classified as a competitive service position, because then you may be able to leverage your NCE. A general, though not fail-safe, rule of thumb is that the position will be in the GS (General Schedule) pay-scale; always double check with the hiring manager to be sure. (For a list of excepted service agencies, visit <http://www.usajobs.gov/ei/exceptedservice.asp>.)

In fact, my new job is with an excepted service agency - the position, however, is competitive service and therefore I was able to use my NCE to gain employment. The bottom line is that it certainly doesn't hurt to check.

## 3. Know how long you have NCE

RPCVs have noncompetitive eligibility for one year from the date of COS. Think of your NCE as a clock with 365 days on it; every day after you COS, one day of your NCE clock runs down - when you hit zero days, you are no longer eligible for noncompetitive appointment.

There are a few reasons for which your NCE can be extended; details follow, but I find it more useful to think of it as your NCE clock being "paused." Your NCE is paused (technically, extended) for the duration of time you engage in one of the following activities, up to a total of three years from your COS date: full-time university studies, military service, or engagement in another activity that the hiring agency thinks warrants an extension (this is determined by the hiring agency, not Peace Corps - see page 18 for an example). There is nothing you have to do to gain an extension; presenting an agency with copies of academic transcripts or military service records in conjunction with your Description of Service will usually suffice. There are times when an agency wants something more official from Peace Corps than your DOS. While your DOS is the document that officially confers noncompetitive eligibility on RPCVs, you may also furnish agencies with a certification of noncompetitive eligibility (available by



emailing [certifications@peacecorps.gov](mailto:certifications@peacecorps.gov) or calling 202.692.1784).

#### 4. Know where to find jobs for people with NCE

You can find jobs for NCE candidates right on the federal government's online job-search page ([www.usajobs.gov](http://www.usajobs.gov)). From the homepage, click on "Advanced/International Search," and then scroll to the bottom of the page. Under the section titled "Applicant Eligibility," click the "yes" radio button - if you have NCE, you are a person with noncompetitive appointment eligibility, as the question asks. Your search will now return jobs open to people with various special hiring eligibilities. Since your NCE is only one kind of special status used by the federal government to hire workers, you'll want to confirm your eligibility to apply once you've identified a specific position on USAjobs. Do this by reading the "Who may be considered" section on the vacancy announcement's "overview" tab. You'll see various things written there, but you are looking for any of the following: "People eligible under special hiring authorities," "Status candidates," "Current and former Peace Corps and VISTA Volunteers," or "Current and former ACTION Volunteers." (If a vacancy announcement says, "Current and former agency employees only," you may not apply unless you have worked for that federal agency before.) Applying for a status candidate vacancy on USAjobs works much the same way as when you apply to a vacancy open to the general public, except your competition is people with various forms of special hiring eligibility. This means that you will still have to put together an application online, and may still have to write supplemental narrative statements to support your knowledge, skills, and abilities.

Another great option for job-searching if you have noncompetitive eligibility is the Returned Volunteer Services RPCVNetwork listserv, on which we disseminate calls for NCE resumes (join at <http://groups.google.com/group/rpcvnetwork/>). Agencies send us infor-

mation about the positions they wish to fill noncompetitively, and eligible RPCVs and Peace Corps staff members are invited to apply via resume and cover letter - no narrative statements, no online applications. In the past two years, this program has increased markedly in popularity with federal agencies, due to the ease with which it allows them to receive resumes from RPCV candidates. In 2010, we ran 48 calls for resumes from 17 agencies; so far this year, we have run 35 calls from 16 agencies.

In fact, two of the RPCVs in my future office were hired through RVS calls for resumes! And interestingly, they both applied to the call for resumes even though they felt they were overqualified for the positions advertised. The RPCVs were interviewed and subsequently offered positions that were a better fit for their skills (and, incidentally, higher grade-levels and salaries!). Not that you should apply for a call for resumes that advertises a position you have no interest in and are not a good fit for; if you apply for a position, you should definitely have at least some interest in it. My new colleagues' experience just goes to show that you never know what positions an agency might have coming open in the near future; if you impress a hiring manager and have NCE, they may just keep you in mind for better-fit opportunities.

#### 5. Make sure federal agencies know you have NCE and how they can use it to hire you

The beauty of NCE is that it turns the federal job search into one that much more closely mirrors the job search in the private or nonprofit sector. With noncompetitive eligibility, you can literally network your way to a federal job. In fact, this is exactly what I did with the position I will be starting next week: I sent an unsolicited resume to a hiring manager whom I know through my job here at Peace Corps, expressing interest in her office and its work. I was invited to interview for a position in that office that had been competed on USAjobs the week before (for

which I had not applied). Within four days, I received a job offer from the hiring manager. I share this with you as encouragement, so you will see that there may already be people in your network who could leverage your NCE to bring you on board to their agency. And if you don't yet have any contacts in the federal government, there are ways to make them: informational interviews are a great way to let federal hiring managers know you have NCE (for more on informational interviewing, see our [August 15, 2010](#), issue of *Hotline*). In fact, I know one returned Volunteer who was offered a job at a federal agency *on the spot* when she mentioned her NCE during an informational interview; of course, this is uncommon but it does happen!

Whether you network your way to a federal job or apply for one online, it's important to be sure hiring managers and HR professionals are aware of your status. Thus, always indicate your NCE on your resume, in your cover letter, and in any online application you complete. Mention it in your interview by saying, "I am eligible for noncompetitive appointment because I am a returned Peace Corps Volunteer and meet the requirement under 5 C.F.R. 315.605." Lastly, include your DOS in any application you submit, as this is official proof of your status. If an agency is unsure about what your NCE means, feel free to include some of the supplemental information we have created on page 17 of this *Hotline* issue. And, of course, you may always refer federal employers to Returned Volunteer Services, [rvs@peacecorps.gov](mailto:rvs@peacecorps.gov) or 202.692.1430, with any questions.

I hope these tips will provide you with the information - and, more importantly, the confidence - to represent your NCE to federal employers. I remind you that employers want RPCVs: you have dedication, passion, and valuable technical and interpersonal skills. And I wish you much success in your NCE job search!



### **Unclear about your noncompetitive eligibility? Here's what it is.**

Under the Provisions of Executive Order (EO) 11103 (5 CFR, § 315.605), certain returned Peace Corps Volunteers are awarded one year of non-competitive eligibility (NCE) for selection for federal employment. This eligibility does not mean that returned Volunteers are entitled to federal employment. However, it does permit an agency to hire a returned Volunteer who meets the minimum qualifications for the position without going through all of the formalities of the competitive process (including posting a vacancy announcement, screening or interviewing candidates, or going through the other steps that are involved in the standard recruitment process). All that is required is that the agencies have a classified position and an available opening, and that the candidate meet the minimum qualifications for that position. The decision whether to hire a returned Volunteer under noncompetitive eligibility is within the discretion of the hiring agency. Therefore, to alleviate any confusion it is advised that RPCVs make the hiring agency aware of their remaining NCE as clearly as possible.

Generally, RPCVs must have successfully completed a full tour of Peace Corps service to receive NCE. However, the Country Director may issue certification to Volunteers who do not complete service, provided that they have satisfactorily served for twelve consecutive months, including training, and that their termination is determined to be for reasons beyond their control. (Volunteers who resigned from Peace Corps service are not eligible for noncompetitive appointment, no matter how long they served). Country Directors will include the certification statement as the final paragraph on the Description of Service (DOS) statements for Volunteers granted this benefit.

*"EPA has had a great track record in recruiting returning Volunteers. The returning Volunteers I know at EPA have all been outstanding."  
(Nov. 2010)*

-Jonathan Jacobsen, Chief, Information Exchange Partnership Branch  
U.S. Environmental Protection Agency

### **What are competitive service positions?**

Congress has established laws, policies, and procedures governing federal employment. This formal process is designed to eliminate discrimination and favoritism and to provide fair and open competition so that hiring and promotion are based on merit. These competitive service jobs are governed by specific examination or appointment procedures as set out by the U.S. Office of Personnel Management (OPM); NCE is one of these special appointment authorities. Thus, RPCVs with NCE who have an interest in a competitive service position may be hired more easily because that employing agency can select that RPCV without going through all the competitive hiring procedures.

### **How do I make sure the employing agency is aware of my NCE?**

RVS has developed a sample cover letter that can be tailored to help explain NCE status to the hiring agency. The regulatory authority for NCE is set out under Title 5 Code of Federal Regulation (CFR) § 315.605. RPCVs should highlight NCE status in their cover letter, on their resume, and through the supplemental document options and/or additional comment fields most online applications systems provide. In addition, we have made available an informational letter from Peace Corps that RPCVs may also give to prospective federal employers explaining their noncompetitive eligibility. (Both of those documents are contained in this special issue of *Hotline*.)



### How do I prove NCE?

NCE is officially granted to you through your Description of Service (DOS) and is proved by attaching a copy of your DOS when applying for a federal job. The DOS will reference “Executive Order 11103,” which is the Presidential directive that established NCE. If you have misplaced your original DOS, the Peace Corps can send you a copy. Contact the Office of Volunteer and PSC Services for a copy. They can be reached at [certifications@peacecorps.gov](mailto:certifications@peacecorps.gov) or 800.424.8580, ext. 1770. Also note the earlier response regarding how to make an agency aware of your NCE.

### How do I prove NCE without filling in a grade or series on the application?

Many federal applications require that you enter your grade and series when proving NCE. RPCVs do not have a grade and series since they were volunteers and not federal employees. An RPCV must contact the employing agency to determine how they should fill out an application that requires a grade and series in order to prove NCE.

### What are some instances in which noncompetitive eligibility is extended? And, if I qualify for the extension, how do I make sure that it is granted?

Noncompetitive eligibility can be extended by the hiring agency for up to two additional years beyond the one-year initial eligibility period (which would equal a maximum of three years from the COS date) for three reasons:

- If, after Peace Corps service, you enter the military.

- If you become a full-time student at a recognized institution of higher learning.
- If you engage in another activity that the hiring agency thinks warrants an extension. Generally, the U.S. Office of Personnel Management has indicated to federal agencies that it is appropriate to extend a candidate’s NCE if s/he is gaining work experience that is relevant to the position being filled and that can be expected to enhance the candidate’s performance and value to the agency. While these extensions should not be granted routinely, they may be used in situations where the activity or experience has truly enhanced the RPCV’s value to the agency.

### Can noncompetitive eligibility be “used up” during the 12-month period?

No. You may use your noncompetitive eligibility as many times as you wish to apply for competitive-service federal jobs, provided that the hiring agency permits you to do so. Once you have been hired at a federal agency, you may even use your NCE to gain employment at another agency (assuming you are still within your 12-month eligibility period); you may not, however, use NCE to gain a promotion or a new position within the same agency without a break in service.

### Does noncompetitive eligibility apply only to federal positions?

Yes. NCE is applicable only to federal government positions. Noncompetitive eligibility does not apply to state or local government jobs. They are separate entities under the Constitution.

“...as of 1/31/11, the EEOC’s Chicago District Office added 17 new federal investigators to its staff. Of that number, 76% were NCE hires recruited via Peace Corps .... The talent and experience possessed by each NCE hire is exceptional. More importantly, each RPCV ... brings a uniquely global perspective and commitment to the agency’s mission of eradicating employment discrimination. Our relationship with the Peace Corps has been remarkable, and our successful recruiting efforts have set a benchmark for EEOC offices nationwide. Without exception, partnering with the Peace Corps ... continues to be a win-win situation.” (Jan. 2011)

- Debra Wilson-Sumbry, District Resources Manager  
U.S. Equal Employment Opportunity Commission

Department of Health and Human Services  
Division of Personnel Operations  
123 Downtown Street, S.W.  
Washington, D.C. 20201

Re: Grant Analyst Position, GS-7  
Vacancy Announcement EX-03-03  
Noncompetitive Eligibility

Dear Selecting Official/Panel:

I am very interested in the above-captioned Grant Analyst position. *[In two to three paragraphs and less than one page, state reasons why you are interested in and qualify for the position. This letter should cover your interest and purpose, highlight your enclosed résumé by stressing what you can do for the employing agency, and request an interview while providing your best contact information.]*

As a recently returned United States Peace Corps Volunteer, I request that I be placed on your agency's "noncompetitive" certificate of eligibles upon the finding that I meet the qualifications for the position. Per federal employment regulations, **I am eligible for noncompetitive appointment** because I am a returned Peace Corps Volunteer and meet the requirement under 5 C.F.R. 315.605. If you have any questions about my noncompetitive eligibility status, you can review information related to this special appointment authority at U.S. Office of Personnel Management's website at <http://www.opm.gov/employ/html/sroa2.asp> and go to the "Miscellaneous Authorities Regulated" section.

Sincerely,

*[Your name]*  
Returned Peace Corps Volunteer

## Noncompetitive Eligibility Executive Order 11103 Providing for the Appointment of Former Peace Corps Volunteers to the Civilian Career Services (April 10, 1963)

By virtue of the authority vested in me by the Civil Service Act (22 Stat. 403), and section 1753 of the Revised Statutes, and as President of the United States, it is hereby ordered as follows:

SEC. 1. Under such regulations as the Civil Service Commission may prescribe, the head of any agency in the Executive Branch may appoint in the competitive service any person who is certified by the Director of the Peace Corps as having served satisfactorily as a Volunteer or Volunteer Leader under the Peace Corps Act and who passes such examination as the Civil Service Commission [Office of Personnel Management] may prescribe. Any person so appointed shall, upon completion of the prescribed probationary period, acquire a competitive status.

SEC. 2. The head of any agency in the Executive Branch having an established merit system in the excepted service may appoint in such service any person who is certified by the Director of the Peace Corps as having served satisfactorily as a Volunteer or Volunteer Leader under the Peace Corps Act and who passes such examination as such agency head may prescribe.

SEC. 3. Certificates of satisfactory service for the purposes of this Order shall be issued only to persons who have completed a full term of service (approximately two years) under the Peace Corps Act: Provided, that such certificates may be issued to persons who have completed a lesser period of satisfactory service if, in the judgment of the Director of the Peace Corps, (1) their service was of sufficient duration to demonstrate their capability to complete satisfactorily a full term, and (2) their failure to complete a full term was due to circumstances beyond their control.

SEC. 4. Any appointment under this Order shall be effected within a period of one year after completion of the appointee's service under the Peace Corps Act: Provided, That such period may be extended to not more than three years in the case of persons who, following such service, are engaged in military service, in the pursuit of studies at a recognized institution of higher learning, or in other activities which, in the view of the appointing authority, warrant an extension of such period.

SEC. 5. Any law, Executive Order, or regulation which would disqualify an applicant for appointment in the competitive service or in the excepted service concerned shall also disqualify an applicant for appointment under this Order.

This memo to federal employers can be attached your federal applications to explain NCE. You can download a PDF of the memo here: <http://multimedia.peacecorps.gov/multimedia/pdf/returned/nceletter.pdf>.



TO: Federal Employers

FROM: Peace Corps, Returned Volunteer Services

RE: Noncompetitive Eligibility

Returned Peace Corps Volunteers (RPCVs) who have successfully completed their service are granted one year of non-competitive eligibility for federal appointments, under Executive Order 11103. This special eligibility is of particular use to federal employers due to the special qualifications of RPCVs and the speed and ease with which they may be hired. The certification for noncompetitive eligibility is contained in the RPCV's "description of service (DOS)." This document is signed by the country director of the RPCV's country of service.

In order to assist you, Peace Corps' Office of Returned Volunteer Services would like to provide you with the following information:

- Noncompetitive eligibility allows you to hire a returned Peace Corps Volunteer as long as the minimum qualifications for a position are met. The RPCV need not be the most qualified candidate.
- Noncompetitive candidates need not be on a register.
- Noncompetitive eligibility can be used to fill both posted and non posted vacancies, depending upon the individual agency's or department's personnel policies. What most personnel departments do, in the case of announced vacancies, is send the selecting official a ranked list of competitive candidates as well as a list of all noncompetitive applicants.
- Noncompetitive eligibility for competitive service positions is authorized by Title 5 of the Code of Federal Regulations (CFR), Part 315.605, and rules 40-41 of Table 9-G in the Guide to Processing Personnel Actions.
- Noncompetitive eligibility may be extended for up to three years from the RPCV's close of service date. Reasons for extension for an RPCV include: service in the military; attendance as a full-time student at a recognized institution of higher learning; engagement in an activity that makes the RPCV more qualified for the position or for any reason the hiring agency thinks warrants an extension.

If you have any questions about noncompetitive eligibility, please write or call

Peace Corps  
Paul D. Coverdell Peace Corps Headquarters  
1111 20th Street, NW  
Washington, DC 20526  
Attn: Returned Volunteer Services  
800.424.8580, extension 1430  
202.692.1430  
Fax: 202.692.1421

Not sure how much NCE you have left, or whether you're even eligible? These examples should help!

## EMILY

Emily COSed in Dec. 2008  
*(At this point, she had 12 remaining months of NCE.)*

She traveled in Central America for two months after COS, until Feb. 2009  
*(At this point, she had 10 remaining months of NCE.)*

She worked in the U.S. from Feb. to Sept. 2009  
*(At the end of this period, she had 3 remaining months of NCE.)*

She entered graduate school in Sept. 2009, and will be a full-time student until May 2011  
*(NCE was "paused" at 3 remaining months for the entire time she was matriculated [includes summer breaks].)*

Emily's NCE will run out in Aug. 2011, since May-Aug. 2011 is her last 3 months  
*(Emily can use her NCE to apply to as many competitive service jobs as she wants until Aug. 2011, when her NCE runs out. Emily should begin applying during her last semester of school, including both her DOS and copies of her academic transcripts in her applications to ensure that her NCE is extended.)*

## PAUL

Paul COSed in Jan. 2009  
*(At this point, he had 12 remaining months of NCE.)*

He entered a graduate program in Sept. 2009  
*(At this point, he had 4 remaining months of NCE.)*

Though Paul intended to finish his Master's in two years, he became so engrossed in the subject he was studying that he decided to pursue a PhD; he will graduate in May 2013.  
*(When he finishes his PhD, he will NO LONGER HAVE NCE: Remember that NCE can be extended for a maximum of three years beyond the COS date, so Paul's NCE will run out in January 2012.)*

## MAX

Max COSed in Dec. 2009  
*(At this point, he had 12 remaining months of NCE.)*

From Jan. 2010 to March 2011, he worked as a consultant for a private-sector company that conducted environmental-impact assessments for large-scale engineering projects.  
*(Generally, Max's NCE would have run out in Dec. 2010; however, his experience may be of interest to certain federal agencies who work on environmental issues. Thus, if Max identified a vacancy at one of those agencies for which he qualified, he could petition the hiring manager to extend his NCE for the duration of his private-sector employment.\*)*

*\*Please note: this situation is uncommon, but possible.*

## Tips for calculating your own remaining NCE:

- It is helpful to think of your NCE as a calendar or a clock with 365 days on it; the clock starts ticking down the day you COS (not the day you re-enter the U.S. from any post-service travel you undertake).
- The clock is paused for the duration of time you are engaged in any of the activities that warrant an extension (graduate school, military service, or an activity the hiring agency thinks merits an extension).
- When you cease being engaged in an activity that warrants extension, your NCE clock again begins to count down.
- Three years after your COS date, your NCE is no longer valid, regardless of your circumstances.





## Do you have NCE and want to work for Peace Corps? The RPCV Noncompetitive Eligibility Hiring Program can help you get your foot in the door!

To apply, visit [www.peacecorps.gov/rpcv](http://www.peacecorps.gov/rpcv) choose the “Jobs” tab and click on “RPCV Non-Competitive Employment Program.”



### Basic information about the program:

- When you apply using this mechanism, you are adding your résumé to a pool of RPCV candidates who may be considered for vacancies at the Peace Corps (hiring managers are not required to use this roster to fill a vacancy).
- Managers can use this roster to fill positions up to the FP-5 (GS-9/10) grade level.
- This announcement is open-continuous, which means that the positions listed are not necessarily vacant.
- You must recertify your eligibility and interest every 90 days; otherwise you will be removed from the roster.
- You may be contacted for an interview right away, or you may never be contacted - it depends on hiring managers' needs.
- For more information, please contact Peace Corps' Human Resources office at 202.692.1200 or [hrmjobs@peacecorps.gov](mailto:hrmjobs@peacecorps.gov).

### Tips from RVS on how to make your NCE application stand out:

- Working at Peace Corps is fundamentally an office-based job, so you need to highlight your administrative and other concrete skills in your application. Peace Corps needs people who can keep up with hundreds of emails a day, write memos and other documents well, and organize information.
- Don't count on your résumé to do all the work! When hiring managers open your file in Avue, they will see the “Work History” section first. If that's not well-written, they may not even open your résumé file.
- When crafting your work history, focus on your accomplishments related to each job. Rather than a passive description of your responsibilities (e.g., “My duties included....”), show the hiring manager how you solved problems, saved (or made) money, increased efficiency, etc. during your Peace Corps service and in other jobs.
- When composing your narrative responses (the section titled “KSAs/Competencies”), it is not enough to write, “I am interested in a position in the Country Desk Unit...” since most RPCVs are. Instead, you should write about how your previous accomplishments lend themselves to the duties of the positions in question.
- Likewise, a hiring manager will see all the narrative responses that are a part of your application, so don't use the same responses for all your narratives. Instead, address as specifically as you can the various bulleted sets of responsibilities included in each job category.
- Always include a cover letter; since most RPCVs don't, this detail will go far to set you apart from the other 100 people on the roster. It will also show hiring managers what a good writer you are!





1. Don't overlook or stereotype the federal government! The federal government is hiring 200,000 employees in the next few years – and hundreds of thousands more thereafter – and there are many exciting and engaging positions for RPCVs in the government. Federal employment is a great way to gain transferable skills, enjoy a good salary and benefits, and continue serving your country.
2. The federal government consists of more than 200 agencies. Do your research online and look at the mission of the agency, and discrete units within the agency, to map your skills to the needs of the agency. Research what jobs you are qualified to hold. Pay attention to the qualifications section! Learn about job titles, which will help when searching USAJobs.
3. As you do in the private and non-profit sectors, network to a job within the federal government. Set up informational interviews to learn more about positions, duties, qualifications, functions within discrete units, and future opportunities. Even if you don't have NCE, networking is to your advantage when applying for federal employment.
4. Whether in a networking setting (e.g., an informational interview) or as part of your application packet (resume, cover letter, online application), communicate any remaining noncompetitive eligibility (NCE) you have.
5. Returned Volunteer Services has relationships with many federal agencies interested in hiring RPCVs. If you're interested in federal employment, be sure you're regularly reading Hotline and have joined our RPCV-Network listserv. Attend an upcoming RPCV career event (in Washington, DC, or another city) to network with federal employers. See [www.peacecorps.gov/rpcv/events](http://www.peacecorps.gov/rpcv/events) for a full listing of our career events and the federal agencies that attend them.
6. Tailor your résumé to the position and the agency to which you are applying. Therefore, have the vacancy announcement directly in front of you when writing your federal resume and completing any supplemental narrative questions required. Identify the keywords in the vacancy announcement and incorporate them wherever relevant and possible. Keywords are critical.
7. Interviews for federal positions are often conducted via a panel. This means you may have three interviewers who will take turns asking you a standardized set of questions. Be sure to make eye contact with everyone on the panel. If you are not sure how to do this comfortably, practice with friends or family members.
8. Interviewers like to ask hypothetical (“What if...”) and behavior-based (“Tell us about a time...”) questions. Set yourself apart from other “dry” interviews by preparing six to seven stories as responses to illustrate your qualifications and skills. Arrange these stories into a series of compelling “sound bytes” and practice them before the interview.
9. Following the interview, send each of the interviewers a thank you e-mail (acceptable) or handwritten note (better).
10. Don't give up! The federal application process can be a long and difficult road to navigate, and some candidate rosters for federal positions can have 100 or more applicants on them. However, with persistence and constant attention to the quality of your application, you will succeed.

In order to use this free tool on USAjobs, you will need to create an account. Visit [www.usajobs.gov](http://www.usajobs.gov) and click on “CREATE AN ACCOUNT” at the top right-hand side of the screen. Once you’ve filled in all the required fields and created a profile, sign into your account and follow these steps to create your custom job search agent:

1. On the left-hand side, click on “Saved Searches.”
2. Click on the blue button that says, “Create a new saved search.”
3. In the first few fields, narrow down the type of employment you’re looking for, selecting job categories or occupational series (see partial list in this issue). Job categories are more general groupings of federal jobs and can include more than one occupational series; occupational series are more specific. For example, selecting the “Biological Sciences” job category below would return jobs in the following occupational series: 0408-Ecologist, 0470-Soil scientist, 0471-Agronomist, 0486-Wildlife biologist, and 0487-Animal scientist (among others).

*TIP: If you’re not sure exactly what you’re looking for, it is wise to start with the more-general job category search. If, on the other hand, you are targeting a job that requires*

*specific technical knowledge (such as 0023 – Outdoor Recreation Planning, 0633 – Physical Therapist, or 1060 – Photography), you can greatly narrow your search results by using the series number or occupational series searches above.*

*“We’ve just recently gotten word from our personnel people that our group here at EPA will be able to bring on five talented and high-energy RPCVs [using NCE]. ... We are very excited about the programmatic impacts this group will have on our office ... . Thanks again for your efforts in bringing us together with these outstanding young people.”*

Daniel Rosenblatt  
U.S. Environmental Protection Agency

## Create a new saved search

Create up to ten saved searches to find jobs matching your specific criteria. They'll search around the clock and email you the results.

\* = Required Information

### Job Locations ?

For multiple selections, or to de-select items, hold down **Ctrl** (**Command** for Macs) while clicking selections.

----- Select all -----

- US
- AK
- AK-Aleutian Islands
- AK-Anchorage

### Job Categories ?

For multiple selections, or to de-select items, hold down **Ctrl** (**Command** for Macs) while clicking selections.

----- Select all -----

- Accounting Budget and Finance
- Biological Sciences
- Business, Industry, and Procurement
- Copyright, Patent, and Trademark

### Series Number Search ?

Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers).

### Occupational Series ?

For multiple selections, or to de-select items, hold down **Ctrl** (**Command** for Macs) while clicking selections.

----- Select all -----

- 9924 - Able Seaman
- 9925 - Able Seaman (Maintenance)
- 0510 - Accountant
- 0500 - Accounting Budget and Finance

4. Add as much additional information to your search as you wish; as a note: most RPCVs qualify at the GS-7 or GS-9 level, depending on their unique combinations of education and work experience.

*TIP: For additional information about federal General Schedule (GS) levels and where your experience fits into them, visit: <http://www.opm.gov/qualifications/standards/group-stds/GS-PROF.asp> (excerpt below)*

**Agencies**  For multiple selections, or to de-select items, hold down Ctrl (Command for Macs) while clicking selections.

- Abraham Lincoln Bicentennial Commission
- Administrative Conference of the United States
- Advisory Council on Historic Preservation
- African Development Foundation

**Salary Range**  from  to  **OR** **Pay Grade (GS)**  from  to

**Senior Executive**  
 Restrict results to only Senior Executive Service  postings that match this search criteria

**Student Jobs**  
 Restrict results to only Student Jobs postings that match this search criteria

**Nationwide Jobs**  
 Exclude

**Worldwide Jobs**  
 Exclude

**Jobs Open Longer than 30 Days**  
 Exclude

**Work Schedule**

Full-Time                       Part-Time                       Intermittent  
 Shift Work                       Job Sharing                       Multiple Schedule Options

**Tenure**

Permanent                       Temporary                       None

**Student Jobs - Appointment Term**

Summer                       Student Career Experience                       Federal Career Intern  
 Student Temp                       Other Student

**Jobs in Demand**  
 Jobs in Demand

GRADE/ POSITIONS	EDUCATION	SPECIALIZED EXPERIENCE
GS-7	1 year of graduate-level education <i>or</i> superior academic achievement	1 year equivalent to at least GS-5 [GS-5, in turn, requires successful completion of a four-year bachelor's degree.]
GS-9	2 years of progressively higher level graduate education leading to a master's degree <i>or</i> master's or equivalent graduate degree	1 year equivalent to at least GS-7
GS-11	3 years of progressively higher level graduate education leading to a Ph.D. degree <i>or</i> Ph.D. or equivalent doctoral degree	1 year equivalent to at least GS-9
GS-12 and above		1 year equivalent to at least next lower grade level

5. If you have NCE, select “Yes” in the section titled “Applicant Eligibility” (the last bullet is the item that pertains to RPCVs and Peace Corps staff members). Selecting yes will return search results of both jobs open to the general public and those open only to status candidates.
6. In the example in this screen shot, emails will be sent weekly to the email address the RPCV has on file; you can log in to USAjobs at any time to check search results online, but choosing to receive email notifications will ensure that you don’t miss any opportunities.
7. Hit save – you’re finished! You can set up as many as 10 saved searches, with each of them delivering federal job opportunities right to your email inbox.

*TIP: If you are setting up multiple searches, be sure to title them descriptively so you can see at a glance what they are; for example “training jobs in the Midwest” or “environment jobs in DC.” That way, you’ll be able to tell them apart when you return to your USAjobs account homepage, in case you need to make changes or modifications.*

### Applicant Eligibility

**Are you a current or former Federal civilian employee who holds or held a non-temporary appointment ? :**

- In the competitive service ? in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
- In an excepted service ? position covered by an interchange agreement ?, or
- Eligible for reinstatement?
- A Veteran eligible for veterans' preference ? or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

No  Yes

---

### How Often Do You Want to Receive Email Notifications?

Daily  Weekly  Bi-Weekly  Monthly  None

---

### Title Search

Use keywords that are in the title of job of interest.

### Search Keywords

Use keywords to describe your specific skills or areas of interest.

### Search Locations

City, State, Zip, etc.

  

### Saved Search Title \*

**Save Search**  **Cancel** 

*“We received over sixty resumes from many very well-qualified candidates. We are working with our Office of Human Resources to extend offers to between 4 and 6 returning volunteers. Across the board, the managers here have been very pleased with the quality of the [NCE] candidates.” (Dec. 2010)*

Jonathan Jacobsen, Chief, Information Exchange Partnership Branch  
U.S. Environmental Protection Agency



# The Paul D. Coverdell Fellows Program

(Formerly known as Fellows/USA)

The Coverdell Fellows Program works with more than 60 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved American communities. Below is a list of universities and some of the subject areas they offer. For more information, visit [www.peacecorps.gov/fellows](http://www.peacecorps.gov/fellows); call 800.424.8580, ext. 1440; or e-mail [fellows@peacecorps.gov](mailto:fellows@peacecorps.gov).

## **Antioch University New England**

Keene, NH

Master's and Doctoral Degrees in Education, Environmental Studies, Management, and Psychology.

Contact: Laura Andrews

Phone: 800.552.8380 (Admissions) or 603.283.2131 (Direct)

E-mail: [landrews@antioch.edu](mailto:landrews@antioch.edu)

## **Bard College**

Annandale-on-Hudson, NY

M.S. in Climate Science and Policy, M.S. in Environmental Policy, Professional Certificate.

Contact: Molly Williams

Phone: 845.758.7071

E-mail: [mwilliam@bard.edu](mailto:mwilliam@bard.edu)

## **Bowling Green State University**

Bowling Green, OH

Master of Arts in Cross-Cultural and International Education (MACIE). Fellows will work with

educational organizations in northwest Ohio. Fellows will receive graduate assistantships that include full tuition waivers and stipends.

Contact: Dr. Margaret Zoller Booth

Phone: 419.372.9950

E-mail: [boothmz@bgsu.edu](mailto:boothmz@bgsu.edu)

## **Brandeis University**

Waltham, MA

MA in Sustainable International Development; MA in Coexistence and Conflict; MBA in Nonprofit Management degree program; Master of Public Policy (MPP). MBA in Nonprofit Management, concentrations in Health Care; Children, Youth and Family Services; Social Impact; Sustainable Development; or General Social Policy. Master of Public Policy (MPP), concentrations in Health; Behavioral Health; Children, Youth and Families; Poverty Alleviation; Aging Policy and Services; or General Social Policy.

Contact: Margaret Haley

Phone: 781.736.3792

E-mail: [haley@brandeis.edu](mailto:haley@brandeis.edu)

## **Carnegie Mellon University**

Pittsburgh, PA

Public policy/management, arts management, or healthcare policy management.

Contact: David Eber

Phone: 412.268.2164

E-mail: [hnzadmit@andrew.cmu.edu](mailto:hnzadmit@andrew.cmu.edu)

## **Clark University**

Worcester, MA

MBA in social change, Master of Business Administration, Master of Science in finance.

Benefits include a minimum 50% tuition scholarship (over \$28,000 value).

Contact: Patrick Oroszko

Phone: 508.793.7682

Email: [poroszko@clarku.edu](mailto:poroszko@clarku.edu)

## **Columbia University, Teachers College**

New York, NY

Urban education, including bilingual/bicultural

education, teaching of mathematics or science

(biology, chemistry, earth science, or physics), social studies, ID/autism, English.

Contact: Nicolas Stahelin

Phone: 212.678.4080

E-mail: [PCFellows@tc.edu](mailto:PCFellows@tc.edu)

## **Cornell University**

Ithaca, NY

City and regional planning (MS)

Contact: Tina M. Nelson

Phone: 607.255.6848

E-mail: [tmn2@cornell.edu](mailto:tmn2@cornell.edu)

## **Drew University**

Madison, NJ

Master of Arts in Teaching (MAT): Fellows will tutor and teach in the Orange School District. Each Fellow will receive a 40% tuition scholarship.

Contact: Linda Swerdlow

Phone: 973.408.3285

E-mail: [lswerdlo@drew.edu](mailto:lswerdlo@drew.edu)

## **Duke University**

Durham, NC

Fuqua School of Business

Master's of Business Administration (MBA) with

concentrations in accounting, decision sciences,

entrepreneurship and innovation, finance, leadership

and ethics, management, marketing, operations

management, social entrepreneurship, and strategic

consulting. There are also Certificates of Excellence

offered in finance and marketing as well as a certificate

program in health sector management. Joint degrees

in other professional programs also available. Benefits

(financial): up to 25% tuition credit.

Contact: Matt Nash, RPCV, Romania

Phone: 919.660.7791

E-mail: [mnash@duke.edu](mailto:mnash@duke.edu)

Master of International Development Policy (PIDP) with several concentration options.

Contact: Stephanie Alt Lamm, RPCV, Costa Rica

Phone: 919.613.9218

E-mail: [midpinfo@duke.edu](mailto:midpinfo@duke.edu)

Sanford School of Public Policy

Master of Public Policy (MPP) with option to earn

dual degrees in professional or PhD programs.

Contact: Duke MPP Admissions Office

Phone: 919.613.9205

E-mail: [MPPadmit@duke.edu](mailto:MPPadmit@duke.edu)

## **Duquesne University**

Pittsburgh, PA

Graduate Center for Social and Public Policy MA: policy analysis and administration, conflict resolution and peace studies.

Contact: Dr. Evan Stoddard

Phone: 412.396.5179

E-mail: [stoddard@duq.edu](mailto:stoddard@duq.edu)

Graduate School of Business Administration

MBA/MS/MAcc: sustainable enterprise, information systems management, taxation, accountancy.

Contact: Patricia Moore

Phone: 412.396.5529

Email: [moorep@duq.edu](mailto:moorep@duq.edu)

## **Florida Institute of Technology**

Melbourne, FL

Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer).

Contact: Dr. Tom Marcinkowski

Phone: 321.674.8946

E-mail: [marcinko@fit.edu](mailto:marcinko@fit.edu)

## **Fordham University**

Bronx, NY

MA programs in international political economy and development with specializations in international development studies, international banking and finance, international and development economics, and international political analysis.

Contact: Dr. Henry Schwalbenberg

Phone: 718.817.4064

E-mail: [iped@fordham.edu](mailto:iped@fordham.edu)

## **George Mason University**

Fairfax, VA

Elementary education and English as a second language master's programs.

Contact: Jennifer Coarts

Phone: 703.993.3602

E-mail: [jcoarts@gmu.edu](mailto:jcoarts@gmu.edu)

## **George Washington University**

Washington, DC

Transition special education, secondary education.

Contact: Dr. Jeanne Embich

Phone: 202.973.1061

E-mail: [jembich@gwu.edu](mailto:jembich@gwu.edu)

## **Georgia College & State University**

Milledgeville, GA

Various education degrees, creative writing. Teaching assistants, tutors, special education teacher training, community creative writing program. Benefits include tuition waiver, stipend.

Contact: Dr. Dwight Call

Phone: 478.445.0875

E-mail: [dwight.call@gcsu.edu](mailto:dwight.call@gcsu.edu)



# The Paul D. Coverdell Fellows Program

(Formerly known as Fellows/USA)

## Illinois State University

Normal, IL

Applied economics, political science, sociology, with interdisciplinary sequence in applied community/economic development, including community project design and management, topics in administration and planning, and 11-month paid professional internship. Benefits include assistantship with stipend and 2-year full tuition waiver.

Contact: Beverly Beyer

Phone: 309.438.7090

E-mail: [StevensonCenter@ilstu.edu](mailto:StevensonCenter@ilstu.edu)

## Indiana University–Bloomington

Bloomington, IN

Master of Public Affairs (MPA) with choice of eleven concentrations, including comparative and international affairs, economic development, energy, environmental policy and natural resource management, information systems, nonprofit management, policy analysis, public financial administration, public management, local government management, sustainability and sustainable development. Master of Science in environmental science (MSES) program with concentrations in applied ecology, energy, environmental chemistry, toxicology and risk assessment, water resources. Joint master's degree (MPA/MSES) and combined masters degrees with other programs such as law and area studies are also available.

Contact: Jennifer Forney

Phone: 812.855.2840

E-Mail: [speainfo@indiana.edu](mailto:speainfo@indiana.edu)

## Johns Hopkins University

Baltimore, MD

Nursing, public health.

Contact: Mary O'Rourke

Phone: 410.955.7548

E-mail: [orourke@son.jhmi.edu](mailto:orourke@son.jhmi.edu)

## Kennesaw State University

Kennesaw, GA (Metro-Atlanta)

Coles College of Business

Master of Business Administration (MBA). Graduate research assistantship assignment to work with the Maya Heritage Community Project. Benefits include tuition waiver and stipend of \$2,000 per semester.

Contact: Dan Paracka

Phone: 770.423.6732

E-mail: [dparacka@kennesaw.edu](mailto:dparacka@kennesaw.edu)

Political Science and International Affairs

Master of Science in international policy management, 16-month program for applied understanding of international policy. Courses offered use online and distance learning formats with focus on political risk, regulatory politics, development policy, strategic negotiation, world politics, and trade policy. Graduate research assistantships available to work with Mayan community. Benefits include stipend and tuition waiver.

Contact: Michele Zebich-Knos, Ph.D.

Phone: 770.423.6499

E-mail: [mzebich@kennesaw.edu](mailto:mzebich@kennesaw.edu)

Master of Science in Conflict Management

Contact: Benjamin Smallwood

Phone: 770.423.6637

E-mail: [bsmallwo@kennesaw.edu](mailto:bsmallwo@kennesaw.edu)

## Loma Linda University

Loma Linda, CA

Public health, including global health. Certificates in emergency preparedness and response and reproductive health.

Contact: Megan Karius

Phone: 909.558.4000, ext. 42072

E-mail: [sphpcinfo@llu.edu](mailto:sphpcinfo@llu.edu)

## Marquette University

Milwaukee, WI

Master of Arts in communication, educational policy and leadership, English, history, international affairs, political science, public service, social and applied philosophy, or theology; Master of Science in civil and environmental engineering or economics; Master of Business Administration. Benefits: full tuition scholarship and monthly stipend.

Contact: Carole Ferrara

Phone: 414.288.5861

E-mail: [carole.ferrara@marquette.edu](mailto:carole.ferrara@marquette.edu)

## Monmouth University

West Long Branch, NJ

Master of Social Work (MSW) with concentrations in clinical practice with families and children, and international and community development. Fellows will be awarded Graduate Assistantships which include free room and board and 6 credits of tuition remission.

Contact: Dr. Robin Mama

Phone: 732.571.3543

E-mail: [rmama@monmouth.edu](mailto:rmama@monmouth.edu)

## New Mexico State University

Las Cruces, NM

College of Agricultural, Consumer and Environmental Sciences (ACES)  
MA, MS, MBA-AB, MAG-AB (Master of Agriculture), DED (Doctorate in Economic Development), and PhD programs available. Fellows will intern with organizations such as the New Mexico Climate Center, USDA Natural Resources Conservation Service, or the Navajo Agriculture Products Industry. Benefits include teaching or research assistantship, including an out-of-state tuition waiver.

Contacts: Gary R. Lowe

Phone: 575.646.7962

E-mail: [bhopal@nmsu.edu](mailto:bhopal@nmsu.edu)

College of Health and Social Services

Degrees in public health, social work, and nursing, plus joint public health and social work degree.

Contact: Dr. Sue Forster-Cox

Phone: 575.646.2183

E-mail: [sforster@nmsu.edu](mailto:sforster@nmsu.edu)

## The New School

New York, NY

Urban policy analysis/management, health services management and policy, human resources management, organizational change management.

Contact: Admissions Office

Phone: 212.229.5400, ext. 1130

E-mail: [milanoadmissions@newschool.edu](mailto:milanoadmissions@newschool.edu)

## Northern Arizona University

Flagstaff, AZ

Business and accounting. Career tracks in geographic information systems (GIS), marketing analysis and distribution, management, finance, and accounting.

Contact: Jane Thompson

Phone: 928.523.7387

E-mail: [mba@nau.edu](mailto:mba@nau.edu)

## Rutgers University

Camden, NJ

Master of Public Affairs in educational policy and leadership with K–12 teaching position at the LEAP Academy.

Contact: Sandra Cheesman-Cattefesta

Phone: 856.225.6860

E-mail: [scheesma@camden.rutgers.edu](mailto:scheesma@camden.rutgers.edu)

## Seton Hill University

Greensburg, PA

Art therapy (counseling specialization), business administration, elementary education, inclusive education (online), instructional design (online), marriage and family therapy, special education, popular-fiction writing. Benefits: 50% tuition discount.

Contact: Laurel Komarny

Phone: 724.838.4209

E-mail: [lkomarny@setonhill.edu](mailto:lkomarny@setonhill.edu)

## Southern New Hampshire University

Manchester, NH

Community economic development, international track; community economic development, national track.

Contact: Melissa L. Nemon, Ph.D.

Phone: 603.314.7935

E-mail: [melissa.nemon@snhu.edu](mailto:melissa.nemon@snhu.edu)

## St. Catherine University *(Program is under development)*

St. Paul, MN

The Master of Arts in Organizational Leadership (MAOL) degree provides strong business education through the lenses of ethics, leadership and a global perspective. Concentrations available: strategic management, ethics and leadership, dispute resolution, healthcare leadership, information services and technology and dual MAOL/JD (with Hamline University School of Law). Community partners: Greater Twin Cities United Way, Advocates for Human Rights, Refugee Services, Women Venture and Minnesota International Center. Benefits: \$10,500 in tuition waivers (30% of total degree cost).

Contact: Rebecca Hawthorne, Ph.D.

Phone: 651.690.6838

E-mail: [rkhawthorne@stkate.edu](mailto:rkhawthorne@stkate.edu)



# The Paul D. Coverdell Fellows Program

(Formerly known as Fellows/USA)

## University of Alabama at Birmingham

Birmingham, AL  
Bachelor of Science in Nursing (BSN), Second Degree Option – 5 semester program for those who have completed a previous non-nursing undergraduate degree. Master of Science in Nursing (MSN) Accelerated Masters in Nursing Pathway (AMNP) – 7 semester program for applicants with a bachelor's degree that is not in nursing. Each Fellow will receive a \$5,000 grant for their first year of study. In addition, AMNP Fellows will receive a full-time nursing resident's salary in their second year when they are employed as registered nurses in a residency program.  
Contact: Lynda Wilson  
Phone: 205.934.6787  
E-mail: lyndawilson@uab.edu

## University of Alaska Fairbanks

Fairbanks, AK  
Dept. of Alaska Native Studies & Rural Development Master of Arts (M.A.) in Rural Development. Students gain a broader theoretical understanding of development processes in Alaska and the Circumpolar North. Concentrations include but are not limited to: community leadership, community visioning and planning, project management and evaluation techniques.  
Contact: Dr. Ralph Gabrielli  
Phone: 907.474.5808  
E-mail: rbgabrielli@alaska.edu

## University of Alaska Fairbanks

Fairbanks, AK  
School of Natural Resources and Agricultural Sciences  
Master of Science; Master of Natural Resources Management & Geography (NRMNG) with concentrations in natural resources, forestry, high latitude agriculture, and geography.  
Contact: Dr. Steven Sparrow  
Phone: 907.474.7620  
E-mail: sdsparrow@alaska.edu

## University of Arizona

Tucson, AZ  
Criminal justice, community development, environment, health, nonprofit finance, public policy, and more.  
Contact: Georgia Ehlers  
Phone: 520.621.9103  
E-mail: rpcf@grad.arizona.edu

## University of Cincinnati

Cincinnati, OH  
MCP: Economic development planning, environmental planning, international development planning, physical planning, urban design. PhD: regional development planning.  
Contact: Johanna W. Looye, Ph.D.  
Phone: 513.556.4943  
E-mail: johanna.looye@uc.edu

## University of Colorado Denver

Denver, CO  
Master of Public Administration, Master of

Criminal Justice, PhD in Public Affairs. Benefits include paid internships and \$3,000 scholarship renewable for two years.  
Contact: Dr. Christine Martell  
Phone: 303.315.2716  
E-mail: christine.martell@cudenver.edu

## University of Denver

Denver, CO  
Josef Korbel School of International Studies  
International development, international human rights, international studies, international security, global finance, trade, and economic integration, and master's in development practice.  
Contact: Nicole Vilegi  
Phone: 303.871.3838  
E-mail: nicole.vilegi@du.edu

## Graduate School of Social Work

Master of Social Work (MSW) degree with concentration in either clinical or community practice. Specialized certificates available in social work with Latinos/as, trauma response and recovery, couples and family therapy, animal-assisted social work and Jewish communal service. Benefits include specialized programming for RPCVs and financial assistance. All applicants to the MSW program are considered for merit scholarships, which range from \$6,000 to \$12,000 per year for full-time students. The MSW application fee is waived. Need-based awards are also available. Those selected for the Peace Corps Fellows/USA program will receive an additional \$5,000 scholarship.  
Contact: Dr. Julie Laser  
Phone: 303.871.2841  
E-mail: julie.laser@du.edu

## School of Communication

International and intercultural communication.  
Contact: Dr. Margaret Thompson  
Phone: 303.871.3947  
E-mail: mthompo@du.edu

## University of La Verne

La Verne, CA  
A Juris Doctor (JD) degree will be offered for both full and part time students. Fellows will be eligible to apply for one of the two dual degree programs in conjunction with the University's College of Business and Public Management (JD/MBA or JD/MPA). Benefits include a unique program designed to orient Fellows into the legal profession and financial assistance.  
Contact: Kelly Fragiaco  
Phone: 877.858.4529  
E-mail: lawadm@laverne.edu

## University of Maryland–Baltimore

Baltimore, MD  
Obtain an MSW while doing exciting field work. Fellowship involves working at a community based placement with marginalized populations. A variety of fellowships are available, including assistance for students interested in community development/

organizing and policy development.  
Contact: Lane Victorson  
Phone: 410.706.5316  
E-mail: lvictorson@ssw.umaryland.edu

## University of Maryland–Baltimore County

Baltimore, MD  
Shriver Peaceworker Fellows Program  
All programs of University of Maryland–Baltimore County: education, policy, applied sociology, intercultural communications, etc. Select consortium programs: social work (MSW), urban studies, nonprofit management, etc.  
Contact: Dr. Joby Taylor  
Phone: 410.455.6398  
E-mail: joby.taylor@umbc.edu

## University of Maryland–College Park

College Park, MD  
Degrees in public policy and management. joint degrees in law, business, engineering, and life sciences and conservation biology. Benefits include half-assistantships worth \$6,350 per year, 5 credits tuition remission per semester, in-state tuition rates, and eligibility for other merit-based awards.  
Contact: Ms. Taryn Faulkner  
Phone: 301.314.2486  
E-mail: faulkner@umd.edu

## University of Michigan

Ann Arbor, MI  
Ford School of Public Policy  
Master of Public Policy with 14 dual degree programs. Graduate certificates in science and technology policy also available. Benefits include \$10,000 tuition fellowship for each of two years, application fee waiver.  
Contact: Beth Soboleski  
Phone: 734.765.0453  
E-mail: bsobo@umich.edu

School of Natural Resources and Environment  
Master of Science in natural resources and environment with 8 concentration options; Master of Landscape Architecture either through a 2-year program for those with a BLA or a 3-year program for those with other undergraduate degrees. Benefits (financial): tuition stipend.  
Contact: Sondra Auerbach  
Phone: 734.764.6453  
E-mail: sondramr@umich.edu

## University of Missouri–Columbia

Columbia, MO  
Geography, public affairs, political science, rural sociology, social work, agricultural economics. In-state tuition, possibility for assistantships, waivers and additional support.  
Contact: Donald Spiers  
Phone: 573.882.6131  
E-mail: spiersd@missouri.edu



# The Paul D. Coverdell Fellows Program

(Formerly known as Fellows/USA)

## University of Missouri–Kansas City

Kansas City, MO  
Master of Public Administration (MPA) with specialties in urban administration, nonprofit management, and health services administration. Benefits include wages from intern stipend, \$10,000; 6 credit hours tuition remission and possibilities for additional assistance.  
Contact: David Renz  
Phone: 816.235.2342  
E-mail: renzd@umkc.edu

## University of New Orleans

New Orleans, LA  
Public administration, urban planning and urban studies with concentrations in housing/community development, land use/environment, historic preservation, urban anthropology, and nonprofit management.  
Contact: Dr. Marla Nelson  
Phone: 504.280.3110  
E-mail: cupa@uno.edu

## University of Notre Dame

Notre Dame, IN  
Master of Nonprofit Administration (MNA). Fellows will receive \$10,500 (approximately 25% of the total tuition for 42 credit hour degree).  
Contact: Kim Brennan  
Phone: 574.631.3639  
E-mail: kbrenna1@nd.edu

## University of Oregon

Eugene, OR  
Community and regional planning, public administration.  
Contact: Megan Smith  
Phone: 541.346.3881  
E-mail: smith@uoregon.edu

## University of Pennsylvania

Philadelphia, PA  
Fels Institute of Government  
Full-time and part-time Master of Governmental Administration (MGA) degree. Certificates in nonprofit administration, economic development & growth, politics, and public finance. Benefits include application fee waiver, a minimum of \$6,000 per year award for Fellows and assistance in paid internship placement.  
Contact: Jaelyn Cleavinger  
Phone: 215.898.2600  
E-mail: jaelyncl@sas.upenn.edu

School of Medicine – Public Health  
Master of Public Health (MPH). Fellows will intern at nonprofit, public, and private organizations in Philadelphia and the surrounding area. Fellows receive a one-time \$6,000 scholarship towards tuition and are able to apply for an additional merit/need-based scholarship.  
Contact: Jackie McLaughlin  
Phone: 215.746.2043  
E-mail: jmclaugh@mail.med.upenn.edu

## University of Rochester

Rochester, NY  
Master of Business Administration (MBA). Fellows will receive \$10,000 annual scholarships and will be eligible for additional merit-based aid.  
Contact: Dan Struble  
Phone: 585.275.2515  
E-mail: dan.struble@simon.rochester.edu

## University of South Carolina

Columbia, SC  
Moore School of Business  
International Master of Business Administration  
Contact: Marcelo Frias  
Phone: 803.777.4346  
E-mail: gradinfo@moore.sc.edu

Center for Child and Family Studies  
*(Program Temporarily Suspended)*  
Multidisciplinary program (written/oral proficiency in Spanish required).

## University of Southern California

Los Angeles, CA  
Master's degrees in Public Administration, Public Policy, Health Administration, Planning, and Real Estate Development. Some Fellows can study at the Los Angeles or Sacramento campus. Each Fellow will receive a \$10,000 scholarship and is eligible for other merit-based awards.  
Contact: Trina Chakraborty  
Phone: 213.740.0550  
E-mail: tchakrab@usc.edu

## University of Vermont

Burlington, VT  
Community and economic development, entrepreneurship, environment, agriculture, applied economics, management, strategic planning, marketing, public policy, healthcare, leadership, international public administration, human resources, budgeting/finance, organizational development, information technology.  
Contact: Edward R. McMahon  
Phone: 802.656.4565  
E-mail: emcmahon@uvm.edu

## University of Washington

Seattle, WA  
Masters of Public Administration (MPA) with specializations in: international development, metropolitan and regional policy, social policy: poverty, education, and social welfare, science and technology policy, public and financial management, leadership, management, and decision-making, nonprofit management and philanthropy, environment and natural resource management  
Contact: Alexandra (Alix) Furness  
Phone: 206.616.1618  
E-mail: aef4@u.washington.edu

## University of Wisconsin–Milwaukee

Milwaukee, WI  
Nonprofit management, urban studies, economics,

geography, history, sociology, political science, English, urban planning, public administration.  
Contact: Lisa Heuler-Williams  
Phone: 414.229.6155  
E-mail: heuler@uwm.edu

## University of Wisconsin–Stevens Point

Stevens Point, WI  
Fields relating to the environment, including natural resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science.  
Contact: Dr. Tim Ginnett  
Phone: 715.346.4191  
E-mail: tim.ginnett@uwsp.edu

## University of Wyoming

Laramie, WY  
American studies with concentration in education, geography, history, or literature.  
Contact: Dr. Eric Sandeen  
Phone: 307.766.3898  
E-mail: esandeen@uwyo.edu

## Villanova University

Villanova, PA  
The Bachelor of Science in Nursing (BSN) second degree option is a 14-month program for those who have completed a previous non-nursing undergraduate degree. Master of Science in Nursing (MSN) with concentrations in Nursing Education, Health Care Administration, Nurse Practitioner, and Nurse Anesthetist; programs vary from 2-3 years. Fellows will receive tuition assistance to help reduce the cost of attendance and will participate in professional development activities.  
Contact: Kimberly Connolly MPH, RN  
Phone: 610-519-5902  
E-mail: kimberly.connolly@villanova.edu

## Western Illinois University

Macomb, IL  
Business administration, economics, geography, health education, political science, recreation, park, and tourism administration, sociology, M.S.Ed. in educational and interdisciplinary studies with the option to earn a TESOL Certificate.  
Contact: Karen Peitzmeier  
Phone: 800.526.9943  
E-mail: pcf@wiu.edu

## Western New Mexico University

Gallup, NM  
Elementary, secondary, or special education, counseling, educational leadership, interdisciplinary.  
Contact: Dr. Patricia Maguire  
Phone: 505.722.3389  
E-mail: wnmupcf@hotmail.com



# The Paul D. Coverdell Fellows Program

(Formerly known as Fellows/USA)

## Willamette University

Salem, OR

MBA for business, government and not-for-profit management. Fellows will work with a variety of public and non-profit organizations in Oregon through the PACE program and other experiential learning opportunities. Fellows are eligible for up to full tuition merit-based scholarships.

Contact: Aimee Akimoff

Phone: 503.370.6167

E-mail: aakimoff@willamette.edu

## Xavier University of Louisiana

New Orleans, LA

Fast Track to Teaching Program for those interested in teaching math, science, business, social studies or special education.

Contact: Ahdija Donatto

Phone: 504.520.7533

E-mail: acbaker@xula.edu

## Yale University

New Haven, CT

Jackson Institute for Global Affairs, The MacMillan Center

International relations MA with concentrations in

history, economics & political science, joint degrees

available in forestry and environmental studies, management, law, or public health.

Contact: Alice Kustenbauder

Phone: 203.432.3418

E-mail: international.relations@yale.edu

## School of Public Health

Master of Public Health (MPH). Fellows will complete internships with organizations in New Haven. Each Fellow will receive a minimum of \$5,000 and will be eligible for other merit/need-based scholarships and need-based grants.

Contact: Jacqui Comshaw

Phone: 203.785.2844

E-mail: ysph.admissions@yale.edu



Since 1961.

May 15, 2011

Dear RPCVs,

Before you apply for a position where noncompetitive eligibility (NCE) is a qualification, it is important to be sure you have current NCE status. Employers who are only looking for NCE candidates cannot hire someone without NCE status. In order to ensure that Federal agencies continue to promote this hiring mechanism, we ask you to not apply for NCE positions if you do not have current NCE.

### About Your Noncompetitive Eligibility (NCE):

- RPCVs are awarded one year of noncompetitive eligibility that begins the day after their COS date. It can only be extended by the hiring agency (not Peace Corps) if an RPCV is in graduate school full-time, enters the military, or engages in another activity that the hiring agency thinks warrants an extension. NCE can be extended for two years beyond the initial one-year period, for a grand total of three years. Three years after the COS date, your NCE is no longer valid, regardless of your circumstances.
- RPCVs who have completed less than one year of service (including training time) will not receive NCE. However, the Country Director may issue certification to a volunteer who has satisfactorily served for twelve consecutive months, including training, and whose termination is determined to be for reasons beyond the volunteer's control. If you are not sure if you have NCE, please check the last paragraph of your Description of Service.
- Peace Corps staff members who have successfully completed 36 months of continuous service without a break in service of three days earn the status of noncompetitive eligibility (NCE) in applying for other Federal positions, which they retain until three years from the date that they separate from the Peace Corps. Please see 5 CFR 315.607 for the governing authority.

If you have any questions about your remaining NCE, please feel free to contact us at 202.692.1430 or at rvs@peacecorps.gov. We wish you the best of luck in your post service job search.

Best regards,

Returned Volunteer Services

Paul D. Coverdell Peace Corps Headquarters

1111 20th Street, NW • Washington, DC 20526

[www.peacecorps.gov/rpcv](http://www.peacecorps.gov/rpcv)