



## **Naval Academy Business Services Division**

**Job Announcement Number: 26-047**

**Vacancy Open: May 19, 2026 – June 3, 2026**

**Area of Consideration: All Qualified Persons**

**Must be at least 18 years of age to obtain required security clearance**

**Security Level: Tier 3 – US Citizenship Required**

### **POSITION DETAILS**

Scheduling Coordinator, NF-1101-03

Full Time (35-40 hours weekly, Benefited)

\$23.00-\$25.00/hour

Positions Available: 1

Benefits include: Medical, Dental, Life, and Long-Term Disability Insurance; Health Savings Account (HSA); Flexible Spending Account (FSA); Automatic Retirement Enrollment, 401(k), Roth 401(k), and 401(k) Loan options; and Paid Vacation and Sick Leave Accrual.

Be a part of history! The Naval Academy Visitor Center is actively recruiting for a scheduling coordinator. In this role, you will be part of a dynamic team, welcoming visitors daily for tours of the Yard! 8-hour daytime shifts Monday – Friday.

**In order to meet the basic requirement of the Scheduling Coordinator position, NF-1101-03 you must meet one of the following requirements:**

- a) Possess one (1) year of specialized experience in a hospitality/tourism role that equipped you to perform successfully the duties of this position. Specialized experience may include, but is not limited to: administrative functions such as customer service, preparing information and documents, scheduling; presenting information to diverse groups; performing walking and/or driving tours; etc; OR
- b) Five (5) years of education beyond high school; OR
- c) Have three (3) years of general work experience.

### **JOB SUMMARY**

This position is located in the Naval Academy Business Services Division (NABSD) Armel-Leftwich Visitors Center (ALVC), within the U. S. Naval Academy's Non-Appropriated Fund Instrumentality (NAFI), Naval Academy Business Services Division (NABSD), Annapolis, Maryland. NAFI is an entity that generates its own funds through its operations, and is not funded by Congress. The Scheduling Coordinator books group tours for the Naval Academy Guide Service (NAGS) and schedules guides to give both group and public walking and driving tours. The incumbent also schedules guides for all special tours and programs, i.e. Navy Way Boot Camps, USNA Tour & Tea, Jewish Chapel Tour, Military Reunion Tour, Corporate Leadership, etc.

### **DUTIES & RESPONSIBILITIES**

- Performs to the highest possible standards in order to ensure total customer satisfaction and to generate good will towards the USNA.
- Supervises collection of information from Tour Guides to effectively coordinate staff schedules.
- Serves as a backup to the Assistant Manager when required, to book and confirm group tours of the USNA; sends appropriate collateral.
- Collects and logs group deposits and payments.
- Meets with a Tour Guide Supervisor to discuss group tours and requirements.
- Schedules guides for public and group tours, specialty tours, and programs.
- Books and schedules GEM electric vehicle tours and shuttles.
- Fills in as a Guide or Information Specialist as required.
- Attends staff meetings and training programs.
- Other related duties as assigned.

## YOU WILL BE RATED ON THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) FOR THIS POSITION:

1. Experience in the tourism and hospitality industry. Experience conducting guided walking and/or driving tours is preferred.
2. Experience and proficiency with Google Suite, Microsoft Office Suite. Experience scheduling and/or using scheduling software preferred.
3. Experience and skill in verbal and written communications. Experience presenting information professionally before audiences with diverse backgrounds and various levels of authority is preferred.
4. Experience in forward-facing customer service.
5. Experience using strategic thinking skills for problem solving.

## QUALIFICATIONS & CONDITIONS OF EMPLOYMENT

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSAs).

- Must be able to obtain and maintain a security clearance – requires 18 years of age
- Males born after December 31, 1959 must be registered for Selective Service
- Verification of employment eligibility in the United States is required - We are an E-Verify participant
- Probationary period: Full Time employees serve a one-year probationary period.
- U.S. Citizenship is required for Tier 3 Positions
- Reference Checks
- Must be able to understand and communicate in English
- Participation in Direct Deposit
- Must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.

## APPLICATION INSTRUCTIONS

A complete online application **must** be submitted no later than NOON on the closing date to be considered for a USNA NAF/NABSD position. Resumes must not exceed 2 pages. **Apply Here:** [NABSD Career Center](#)  
Visit our website <https://www.usnabsd.com/about/careers/> or email [nabsdjobs@usna.edu](mailto:nabsdjobs@usna.edu) if you need assistance.

## EMPLOYMENT PREFERENCES

Explanation of employment preferences is available on the NABSD Website. No preference is given unless requested and documented. Acceptance or declination of a regular position ends ability to claim preference for spouse or Involuntarily Separated (IVS) applicants. To claim a preference, you must attach the following documents with your employment application and request form:

- **NAF RPL (Non-Appropriated Fund Reemployment Priority):** Most recent separation BBA SF50 (or equivalent).
- **Military Spouse:** most current military member's PCS orders, submit spousal request form – **(Per the CNIC 5300.206b, spouses' preferential consideration for NAF positions at the NF-3 and below)**
- **Veteran:** Page four (4) of the DD-214

*Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Applicants may be required to provide proof of education, complete a pre-hire health screening, etc. DON is an EEO employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, or other non-merit factor. Reasonable accommodations may be provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case-by-case basis.*