



Naval Academy Business Services Division
Job Announcement Number: 24-057
Vacancy Open: July 16, 2024 – July 30, 2024
Area of Consideration: All Qualified Persons
Security Level: Tier 1 – Non-Sensitive

POSITION DETAILS

Student Trainee - Cobbler, NA-3101-01
Temporary Flex (0-40 hours weekly, Non-Benefited)
12-16 Week Internship Position
\$23.20/hour

JOB SUMMARY

This position is assigned to the Naval Academy Business Services Division (NABSD) at the United States Naval Academy. The primary purpose of this position is to learn and perform and/or assists in the operation of the assigned work center (Cobbler Shop). Based on assigned area, apprentice/trainee carries out assigned phases of designated activity, under the guidance of a Cobbler or trainer. Apprentice/Trainee may be assigned to a specific area or projects to complete and may rotate between multiple working areas in the Cobbler Shop.

***** This position has a 12-16-week term of up to 40 hours per week. *****

DUTIES & RESPONSIBILITIES

- Learn to properly take in items (i.e. shoes, boots, belts) and understand the need (i.e. Rips) of the customers.
- Prepare item and match the need with the necessary work center equipment
- Identify, locate, cut, modify necessary materials to produce quality product
- Safely and under supervision, as needed, complete the work
- Operate a variety of equipment and learn to properly use all machines
- Learn to become familiar with different materials, i.e. threads, leather, and its applicability to customers' needs
- Receive on-the-job instructions and how to fix different items such as back packs.
- Learn how to conduct inventory and submit requirements to ensure needs are met
- Properly operate the Point of Sale system and emails to notify customers of the status of their items
- Perform other related duties as assigned

It includes but may not be limited to learning to properly operate equipment/machine in the Cobbler shop; establishing procedures/policy; and applying rules and regulations.

Demonstrates procedures common to the activities, and instructions in the use of related equipment. Learn to assist in producing details of activities and work. Assist in ordering and maintaining related supplies. Ensure computers/registers are properly utilized to maintain inventory and to provide customers status of service.

Work is mostly standing while operating various machines/equipment. While some work is sedentary, most of the work is frequent walking, stooping, stretching and bending involved, and some recurrent lifting and carrying of moderately heavy items. Work is indoor and/or exposed to loud noises of machine/equipment and many people. Duties may/will require temporary location change to support issues.

QUALIFICATIONS & REQUIREMENTS

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 obtain and maintain a secret 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
- One-year probationary period

APPLICATION INSTRUCTIONS

A complete online application must be submitted to be considered for a USNA NAF/NABSD position.

Please visit the employment website: <https://www.usnabsd.com/about/careers/>

Applicants may email nabsdjobs@usna.edu if unable to complete the online application.

KNOWLEDGE, SKILLS and ABILITIES (KSAs) for this position are as follows:

****Responses must be included on the KSA portion of the online application****

1. Incumbent must have at least 3 months of customer service experience, with courteous and friendly demeanor.
2. Must have excellent communication skills to understand the customer's needs/wants, and to provide the customer with suggestions and recommendations.
3. Must have experience using heavy equipment/machines, or have the ability to learn how to use Cobbler equipment/machines, following safety procedures. Prior experience with Cobbler machines preferred.
4. Must have experience operating a computer.

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:

- **Military Spouse:** most current military member's PCS orders, submit spousal request form and write SPOUSAL PREFERENCE on front page of the application – (*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
- **Involuntary Separated Military Members and Dependents:** page four (4) of the DD-214 or copy of DD-1173 and write "IVS" on front page of the application. IVS preference is approved only if discharge/reentry code matches eligibility list.

Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Please be advised that applications received after the closing date listed above will not be considered. Applications and resumes will not be returned to the applicant.

Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of said requirements. Applicants may be required to provide proof of education, etc. All selections are contingent on obtaining satisfactory employment reference checks.

We are an E-verify participant. Please be informed that applicants will be required to submit a federal government background check. As a condition of employment, the selectee will be required to participate in direct deposit/electronic fund transfer as specified in the negotiated agreement.

Occupants of this position must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.

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, sexual orientation or other non-merit factor.

Reasonable accommodations are 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.