

NIFA Grants, Budget & Financial Management Webinar – April 29, 2020 at 12:00pm CT

1. Is NIFA hiring for any positions in the Office of Grants and Financial Management or in the Budget Office outside of Kansas City?

No, NIFA is only hiring for positions in the Kansas City region at this time.

2. Is there a minimum education requirement for positions within the Awards Management Division?

No. The applicant may use 1 year of specialized experience equivalent to at least the GS-07 level in the Federal service obtained in either the private or public sector, performing the tasks described in the job announcement. However, applicants may use education in lieu of experience, e.g. a Master's degree and no experience may qualify the applicant for the GS-9 grade or a Ph.D. and no experience for the GS-11 grade, or a combination of education and work experience. The job announcement provides more detailed information under the "Qualifications" section.

3. If you apply for one job, but also qualify for another, does HR put the application to other jobs that person also meets requirements based on resume?

No. Job seekers must apply to each position separately.

4. Are the budget/program analyst and administrative positions entry level positions that cater to recent graduates?

It will be stated in the job announcement whom the announcement is open to, including whether recent graduates are eligible.

5. I heard that NIFA is looking for people with a passion for customer service and the desire to learn the jobs for some of the positions discussed. How does an interested applicant illustrate those characteristics when the federal hiring process doesn't quite provide an interested candidate the opportunity to do so?

NIFA encourages interested applicants to attach a resume that clearly details and illustrates responsibilities held in previous work experiences, including whether customer service was a component of their work activities and responsibilities. The announcement will indicate what type of experience it being sought out. Also, NIFA reminds interested applicants to be sure to include transcripts as well as any other supporting documentation the announcement permits.

6. Are positions in the Office of Grants and Financial Management or in the Budget Office eligible for telework?

Yes, NIFA does offer telework for eligible positions (noted on each job announcement). For those eligible, telework is currently allowed with supervisor approval for up to two days per pay period (a pay period is 2 weeks). Also, alternative work schedules are a flexibility that may help an employee be productive and enjoy work-life balance.

7. Do the vacancy announcements detail which branch the position is being filled for?
Yes.

8. Does the Office of Grants and Financial Management hire people who have been to law school or have an MBA?

Yes. While a law degree or an MBA is not a requirement to fill any of our vacancies, people who have earned a degree from a law or business school have proven to be useful to the Office of Grants and Financial Management in a variety of capacities.

9. Which part of NIFA drafts Requests for Information and Requests for Applications?

Requests for Information and Requests for Applications are drafted by the Policy Branch.

Don't see your question answered above from the NIFA Grants, Budget & Financial Management Webinar? Please contact the HR Specialist listed on vacancy announcements in the USAJobs website.