



ELP at The U.S. General Services Administration

The Emerging Leaders Program (ELP) is part of the Office of Emerging Talent Development located in the Office of Human Resources Management (OHRM) at the U.S. General Services Administration (GSA). GSA is a federal government agency whose mission is to bring the best value in real estate, acquisition, and technology services to the American people. The ELP is a robust leadership development program focused on growing future talent at the agency. The ELP has a variety of career tracks to choose from allowing you to take the reins of your career early on. We want your hard work and perseverance in college to pay off! Our goal is to provide recent graduates with a solid federal knowledge base, enhanced technical skills, and ongoing professional development.

GSA is seeking talented, motivated individuals to fill positions for the following exciting career tracks in Washington, DC:

- Financial Analyst
- Program Analyst
- IT Specialist
- Contract Specialist

All ELP participants will be hired into a cohort of recent graduates. ELPs who exhibit successful performance enjoy annual promotions for the first three years. Employees continue to maximize their opportunities to fill senior level positions throughout GSA's business lines.

As a federal government employee, you will have a wide array of benefits, including:

- Multiple health insurance plans & life insurance
- Vacation & sick leave and 10 paid holidays
- Flexible work schedules & telework opportunities
- A monthly transit subsidy
- An outstanding retirement plan
- Job security

Your first day of work is surely something to look forward to! You will enter the program and attend an orientation designed to help you make the transition from college to work. You will have the opportunity to learn about GSA, meet key leaders, hear from program graduates, participate in cohort-building activities, and attend a myriad of informational and interactive professional development seminars and technical training.

Following the orientation, and for the next two years, recent graduates will participate in about seven rotational assignments throughout the various GSA offices that are relevant to their career track. ELP participants will receive "on-the-job" developmental assignments and attend more formalized technical and professional development training between each rotation. Experienced senior level professionals are available to serve as effective mentors, coaches, and industry experts throughout each person's career at GSA. At the conclusion of the program, ELPs and offices are "matched" for final placement. Our highly specialized program is a rare opportunity for accelerated promotion potential and a unique life-long learning experience while delivering service to the American public.

Financial Analyst Track

The Financial Analyst track rotates ELPs throughout GSA's Office of the Chief Financial Officer (OCFO) as well as financial offices within the business lines. The OCFO is responsible for preparing and administering the agency's \$24 billion dollar budget, financial plans, legislation, and regulations as well as managing more than 30 GSA funds. In addition to maintaining internal financial operations, the OCFO provides reimbursable payroll, accounting, and financial services to other government agencies. Applicants interested in pursuing an exciting career in GSA's federal financial management community will gain hands-on work experience involving the agency's major financial initiatives and operations.

Program Analyst Track

The Program Analyst track is a unique and versatile opportunity to touch all aspects of GSA's business. Program Analysts will have the chance to perform a wide variety of analytical assignments in the form of projects, research, and other initiatives that impact the large variety of GSA's diversified programs. Whether you are interested in strategy, real estate, human resources, marketing, or even sustainability, the opportunities are endless! Program Analysts are involved in strategic planning initiatives that drive positive business actions. They gather and analyze data that help management make strategic business recommendations. Program Analysts help GSA influence customer solutions across the federal government. Applicants interested in this track will be able to experience a diverse set of rotations across all of GSA, allowing you to find the perfect fit.

IT Specialist Track

Are you an IT major or a business student with a passion for technology? As an IT Specialist at GSA, you will have a unique opportunity to work within GSA's IT organization and also within our IT business lines that serve our federal customers. The IT Specialist track is designed for participants to gain experience in technical and project based management of various innovative technology solutions. GSA IT provides our agency and customers with collaborative cloud-based software, IT training, support, and technology solutions. You will be a contributing team member on a vast array of initiatives such as collaboration platforms, mobile work solutions, security, or even modernizing and updating existing internal and external infrastructures. As an ELP in the IT Track, you would get exposure to multiple IT areas through rotations. These areas may include: enterprise architecture, capital planning, vendor management, project & program management, and systems engineering and support. GSA IT continues to be the federal technology leader in agility, efficiency, mobility, and productivity.

Contract Specialist Track

As the federal government's premiere contracting agency, GSA is the ideal place for applicants interested in a contracting career. As a Contract Specialist, you will have opportunities to work on a host of contracts in various programs that support the entire federal government. Contract Specialists perform the full range of policy-related work, price analysis, cost analysis, contract negotiation, administration, and termination. Some examples of contracts include the Airline City Pairs Program, which provides negotiated airline rates to meet the government's air travel needs; Emergency Management Services, which support disaster relief; and Environmental products and services, which support sustainability initiatives. Contract Specialists work in conjunction with Contracting Officers and play an integral role in GSA's acquisitions.

About GSA

GSA serves as the federal government's "business manager" and leverages the buying power of the federal government to acquire best value for taxpayers and federal customers by providing real estate, products, services, and information technology solutions to enable federal employees to accomplish their missions worldwide. GSA is comprised of two major business lines: the Public Buildings Service and the Federal Acquisition Service. **Did You Know?** GSA's operations are equivalent in size and complexity to those of large Fortune 500 corporations!

For more information about GSA, please visit www.gsa.gov

Equal Opportunity Employer

All eligible and qualified candidates will be considered regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or other non-merit factors.

How to Apply

Interested candidates who possess the requisite skills and experience are encouraged to email a resume to elp@gsa.gov by **October 16, 2015**. In the email subject line please note: 2015 Fall ELP Applicant. *Please indicate in the email which track(s) you are interested in (Financial Analyst, Program Analyst, IT Specialist, or Contract Specialist) and how you learned about the program.*

ELP staff will send all interested applicants the formal online application link once it is live.

*For Peace Corps candidates please attach your Non-Competitive Eligibility (NCE) paperwork and explain any additional time added to your eligibility date (i.e. Grad School, Military Service, etc.). To be eligible for this position your end of service date should be **August 8th, 2015** or later as the position begins August 8th, 2016.*

The United States General Services Administration (GSA) is a Federal Government Agency.
Candidates for this position must have United States citizenship.