

From ILA's Leadership Jobs Board:

<https://ilaglobalnetwork.org/jobs-board/>

The US Air Force's Air University (AU), through the Air War College's (AWC) Leadership & Innovation Institute (LII), invites applications for a Professor of Leadership Studies. The primary responsibility is teaching leadership in AU courses, conducting research, and providing service to Air University and the USAF. The position is within LII at AWC. Duties include developing & evaluation leadership programs & curriculum, conducting research, and providing strategic outreach and consultation.

- Focus areas for the professor position include, but are not limited to, a broad knowledge and wide range of experience in the subject matter field, to include such areas as leadership theory, human-domain ("soft skills"), communication, coaching and mentoring, adult education, organizational assessment, organizational culture/climate, negotiations, crisis leadership, management & business skills, critical/creative/strategic thinking, ethics, and complex problem solving (innovation). Specifically, the applicant should have the ability to relate these subjects to the role of military leadership and command in the context of the profession of arms. The applicant should have outstanding teaching skills, primarily to professional audiences in resident survey courses, undergraduate programs, and graduate programs; knowledge of educational technology and instructional techniques; knowledge of student learning evaluation methods and procedures; and skill in designing and developing learning material and experiences. Applicant should have a knowledge of research methods and the ability to conduct scholarship in their area of expertise, and the ability to write to publishable scholarly standards. Applicants must have the ability to communicate effectively, orally, and in writing. The professor will also provide institutional service to the School, Air University, the Air Force, and the Department of Defense.
- Teaches about leadership and professionalism. Designs, develops, delivers, and assesses learning in designated lessons, courses, and/or electives. Establishes student learning outcomes and activities. Selects readings, research, and other tasks necessary for students to accomplish learning outcomes. Guides, stimulates discussion and evaluates participation and contribution of students. Delivers lectures, conducts seminars, facilitates on-line forums, participates in panel discussions, and collaborates with other faculty and curriculum developers in area of expertise at various institutions such as other professional military and continuing education schools, civilian institutions, and other learned societies.
- Conducts scholarship about leadership and professionalism. Conducts scholarship, to include the scholarship of discovery, integration, and/or application. Maintains academic currency by consistently reviewing professional literature and

regularly engaging with other professional military education schools, professional organizations, AF/DoD institutions, colleges, and universities.

- Performs service to include academic leadership and administrative activities for Air University, USAF, DoD, and the scholarly community. Undertakes additional duties supporting academic and administrative aspects of the organization either voluntarily or as assigned by leadership.
- Travel to support these activities and as directed by the leadership at AWC/Leadership Institute and Air University is expected of the applicant.

Requirements

Conditions of Employment

- U.S. Citizenship Required
- Must be registered for Selective Service, see Legal and Regulatory Guide
- A secret security clearance is required
- You may qualify for moving expenses, if authorized, it may be covered using PCS, Recruitment or Relocation Incentive in accordance with agency policy.
- This job is being filled by an alternative hiring process and is not in the competitive civil service. This is an Administratively Determined position in the excepted service.
- Incumbent may be required to travel by commercial or military conveyance to perform temporary duty.

Qualifications

Experience in teaching at the graduate level, an established professional reputation, and a record of publications within the field of expertise are positive factors for selection. It is desired that the incumbent possess no less than 3 years of significant leadership experience and professional recognition. In order to qualify, a candidate must meet the education and/or experience requirements described. The candidate's resume must clearly describe relevant experience; if qualifying based on education, transcripts will be required as part of your application. A "job talk" is expected to be performed as part of the candidate hiring process.

Education

A minimum of a master's degree is required. It is desired that the successful candidate holds a doctoral degree or requisite experience in a relevant academic discipline and field, such as leadership or a closely related academic concentration.

Evaluation

You will be evaluated for this job based on how well you meet the qualifications above. Your application package (resume, supporting documents, and responses to the questionnaire) will be used to determine your eligibility, qualifications, and quality ranking for this position. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

Your responses to the questionnaire may be compared to the documents you submit. The documents you submit must support your responses to the online questionnaire. If your application contradicts or does not support your questionnaire responses, you will receive a rating of "not qualified" or "insufficient information" and you will not receive further consideration for this job.

Applicants who disqualify themselves will not be evaluated further.

Required Documents

The following documents are required and must be provided with your application for this Public Notice: Applicants who do not submit required documentation to determine eligibility and qualifications will be eliminated from consideration. Other documents may be required based on the eligibility/eligibilities you are claiming. Click [here](#) to view the AF Civilian Employment Eligibility Guide and the required documents you must submit to substantiate the eligibilities you are claiming.

1. Cover letter, which should address your qualifications for the position described above.
2. Digital Education Statement: Applicants will submit a statement describing their approaches to integrating digital education into teaching, scholarship, life experiences and/or service. The statement needs to highlight examples of leveraging technology to enhance learning, promote innovation, or advance digital literacy in an academic setting. Applicants are encouraged to address the use of emerging technologies, such as AI or data analytics, and their potential contributions to Air University's mission of preparing students, faculty, and staff for a rapidly evolving digital environment.
3. Curriculum vitae (CV) or academic resume.
4. Official transcripts must be scanned and submitted for graduate degrees at the time of application. If an official transcript is not yet available due ONLY to a recent graduation, a letter of degree completion provided by the university awarding the degree will suffice. However, if selected, you will be required to provide original copies of official transcripts.
5. Separate List of Professional References: Names and contact information for three individuals who can speak to your accomplishments, work ethic, and character. These individuals should have no stake in the outcome of this search.
6. Veterans: If claiming VRA, VEOA or Veterans' Preference - Submit VOW certification memo or copy of the official DD Form 214, which must include the character of service/type under honorable conditions (i.e., with an honorable or general discharge). This will be annotated in block 24 on member copy 2, 4, or 7 of the DD Form 214. If you are also claiming 10-point preference and/or 30% Disabled Veteran, you must submit a VA Letter or a disability determination from a branch of the Armed Forces (or documentation of Purple Heart, if applicable).
7. Current or Former Federal Civilian Employees (includes current Air Force employees): You must submit a legible copy of a SF-50, *Notification of Personnel Action*. The SF-50, block 24 must contain "1" or "2" AND block 34 must be a "1". Employees eligible under an [OPM approved interchange agreement](#), block 34 may contain a "1" or "2".
8. Promotion Consideration: If you wish to be considered as a promotion candidate and your SF-50 has an effective date within the past year, it may not clearly demonstrate you meet the one-year time-in-grade requirements. You will need to

provide additional SF-50s which clearly demonstrates you meet the time-in-grade requirements (examples of appropriate SF-50s include Promotions, Within-Grade, Grade/Range Increases, and SF-50s with an effective date more than one year old).

How to Apply

The complete Application Package **must** be submitted by 11:59 PM (ET) on 02/10/2025

To preview the Application Questionnaire, please click the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12662154>

To view the announcement go to: <https://www.usajobs.gov/job/827264300>

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the application questionnaire. Please ensure you click the **Submit My Application** button at the end of the process.

To apply for this position, you must provide a complete Application Package which includes:

1. Your Resume (your latest resume will be used to determine your qualifications). If you submit more than one copy of your resume, only the most recent (latest) version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent."

- It is your responsibility to check the status and timestamp of all documents you submit as part of your application.
- If your resume includes a photograph or other inappropriate material or content, you will not be considered for this vacancy.
- For qualification determinations your resume must contain hours worked per week (if part-time) and dates of employment (i.e., hours per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application may be marked as insufficient and you will not receive consideration for this position.

2. A complete Application Questionnaire

3. Additional Required Documents (see Required Documents section). Ensure all submitted documents contain your full name.

PLEASE NOTE: It is the applicant's responsibility to verify that information entered and/or uploaded, (i.e., resume) is received, accurate, and submitted by the closing date. You may verify your documents have been processed with your application package successfully. You can access your USAJOBS account to do so by clicking [here](#). Uploaded documents may take up to one hour to clear the virus scan.

Human Resources **WILL NOT** modify or change any answers submitted by an applicant.

Agency contact information

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