Solicitation of Interest

**Director, U.S. Marine Corps History Division**

Excepted Service AD-09

Initial Salary Range $170,203 to $173,118

This is a solicitation of interest to create a pool of candidates to fill an excepted service Administratively Determined position at Marine Corps University (MCU), Quantico, Virginia. The purpose of this AD-09 position is to serve as Director, U.S. Marine Corps History Division (HD).

**Job Summary**

The Director, HD reports directly to the President, MCU/Commanding General, Education Command. As Director, HD, the incumbent manages the written and oral Marine Corps' historical program and is the principal advisor to the President, MCU on all policy; professional, technical, and administrative matters. This position is located in Quantico, VA.

**Major Duties and Responsibilities**

* The Director, HD supervises the History Division through three branch heads consisting of the Histories Branch (10 civilian personnel), the Archives Branch (10 civilian personnel), and Field History Branch (17 military personnel composing the Individual Mobilization Augmentee Detachment).
* Oversees the production of all HD projects, including current and special studies, long term histories, and oral history interviews.
* Anticipates requirements for writing projects which will support the Marine Corps Historical Program and develops current and long range plans for their accomplishment.
* Advises the Commandant of the Marine Corps and other senior leaders within the Marine Corps and internal and external agencies on historical background relevant to events and projected actions impacting the Marine Corps.
* Attends professional historical meetings and conferences, both civilian and interagency, as a representative of the Marine Corps for the purpose of participating in discussions and exchanging professional views regarding matters of pertinent historical interest.
* Oversees the publication of historical volumes concerning major Marine Corps operations and the Oral History program, which includes researching, obtaining, and exploiting the oral memoirs of prominent Marines, as well as for maintaining cognizance by review, evaluation, and critique of the Marine Corps-wide recorded interview program.
* Serves as History Division’s primary liaison officer for all veterans groups.
* Plans, directs, and approves the preparation of material for publication of current studies for the Office of the Secretary of Defense, Joint Chiefs of Staff, Marine Corps, and other governmental agencies. Provides a full range of historical support to Marine Corps fleet and supporting establishment commands, agencies, field historical offices, and schools.
* Serves as the program manager for the Marine Corps Historical Division Marine Corps Programming Code. As such, the Director provides input into the development of the Program Objective Memorandum.
* Serves as a member of the MCU Curriculum Review Board and provides HD representation on the Course Content Review Board of all MCU colleges and schools.

**Qualifications**

Must possess knowledge and experience with Marine Corps operations and culture in order to provide the operational relevance of history to senior leaders and to the broader Marine Corps. Further, the Director must be skilled in developing written materials to convey information, interpretations, and conclusions in fully documented special and current studies and in published works. Additionally, the Director must have the ability to acquire, develop, and manage a staff and supporting resources, including planning, organizing, and delegating work, and implementing and evaluating equal employment opportunity programs.

**Key Requirements**

* Must be a U.S. citizen.
* Must possess an earned doctorate from an institution accredited by a Department of Education recognized institutional accrediting agency.
* Able to obtain and maintain a TS/SCI security clearance.
* This position requires a drug test and is subject to random testing.
* This position requires travel not to exceed 10%.

**How to Apply**

The initial term of appointment is expected to be three years. The first year of employment is probationary. Interested applicants must submit the following via email to craig.swanson@usmcu.edu, no later than August 2nd 2023.

* Cover letter
* Updated CV/Resumé
* Contact information for three academic/professional references
* Provide a record of scholarly publication

Questions about the position can also be sent to the email address above. Email is the preferred method of delivery. Alternatively, applicants can submit their application materials to the following postal address:

Craig Swanson

Marine Corps University

2076 South Street

Quantico, VA 22134

Cell: (540)419-5994

Office: (703)432-4878

The Marine Corps University is dedicated to equal opportunity, diversity, and inclusion.