

Our Commitment

ICLS is an equal opportunity employer and Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) federal contractor. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, protected veteran status, or status as a qualified individual with a disability. ICLS hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

Special Assistance

If you are an individual with a disability and unable to use our online tools to search and or apply for jobs, please send an email to HR@icls.edu or call 202-639-8800 and ask for the recruiting department. This option is available only to those needing an accommodation related to a disability.

To increase the text and images please press ctrl and “+” at the same time, to decrease the size, press ctrl and “-” simultaneously.

Questions? Please contact us at HR@icls.edu or call 202-639-8800.

The people at ICLS is what truly set us apart. Dedicated, smart, and mission driven, our exceptional employees deliver effective solutions with extraordinary results to our clients. ICLS is a unique, innovative, and future-seeking company, providing mission critical support on highly visible projects across the country.

We value and listen to our employees. You will find a collaborative and supportive environment with opportunities for growth and advancement. We offer professional development (training, mentorship programs, certification programs), team-building events, and community outreach.

Whether you're an experienced professional, a former military or civilian federal employee, or a recent graduate, ICLS has a career opportunity for you. Please explore our current open positions in the following disciplines by visiting Our Career Center:

Our Commitment to Hiring Veterans

We are committed to hiring US military veterans and their spouses, which is why ICLS has proudly taken the Military.com Veteran Hiring Pledge. Please click the image below to learn more.

Validate Military.com Veteran Hiring Pledge

<https://www.military.com/veteran-jobs>



Equal Employment Opportunity (EEO)/Affirmative Action Documents

These documents are being displayed in accordance with US Department of Labor regulations.

EEO Policy Statement

It is the policy of the International Center for Language Studies (ICLS) to provide equal employment opportunity to all employees and applicants for employment in every aspect of the employment process.

The ICLS does not discriminate against, nor does it tolerate discrimination against or harassment of, any person in employment opportunities based on race, color, religion, sex, national origin, age, disability, status as a special disabled veteran, a Vietnam-era veteran or other covered veteran, or any other characteristic protected by applicable law.

Moreover, the ICLS takes appropriate affirmative action to ensure that all qualified applicants and employees are receiving equal opportunity in recruitment, selection, advancement and every other term and privilege associated with employment without regard to characteristics protected by law and that all employment decisions are based on valid job requirements.

Under the guidance of Karen Decker, President is responsible for managing the Affirmative Action Programs for the National Sector. This responsibility includes monitoring and reviewing the effectiveness of the Affirmative Action Programs for Minorities and Women, and for Covered Veterans and Persons with Disabilities as required by law.

Each employee is responsible for actively supporting our commitment to EEO, affirmative action, and diversity in the workplace. The Affirmative Action Plans for Minorities and Women and Covered Veterans and Persons with Disabilities are available for inspection upon request during regular business hours.

Employees are encouraged to report any concerns they may have regarding discrimination or harassment. They will not suffer intimidation, coercion or retaliation for making their concerns known, for assisting in any investigation of concerns or participating in compliance evaluation activities, for opposing unlawful acts and practices, or for exercising any other rights protected by the law.

Employees who believe that they are being subjected to discrimination, harassment or retaliation – or who witness such conduct – are encouraged to use the procedures the ICLS has provided in its policies. Employees are made aware of these procedures in the employee handbook.

The ICLS is fully committed to equal employment opportunity as a high priority. This commitment goes beyond the letter of the law. It extends to the spirit of the law and to making certain that in all of our practices we offer full and equal opportunity to everyone. Additionally, to increase productivity and enhance the quality of products and services, the ICLS is committed to valuing and managing the diversity of its workforce.

The leadership of the ICLS is committed to a workplace, which values diversity; is free of harassment and intimidation, assures equal employment opportunity, and complies with affirmative action regulations.

EEO is the Law: <https://www.eeoc.gov/employers/eo-law-poster>

EEO is the Law Supplement: <https://www.eeoc.gov/employers/eo-law-poster>

Pay Transparency Statement

International Center for Language Studies (ICLS) will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is: a) In response to a formal complaint or charge, b) In furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by ICLS, or c) consistent with the Company's legal duty to furnish information.

E-Verify Participation Statement:

https://e-verify.uscis.gov/web/media/resourcesContents/E-Verify_Participation_Poster_ES.pdf

Employee Polygraph Protection Act (EPPA):

<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/eppac.pdf>

Family and Medical Leave Act (FMLA):

<https://www.dol.gov/agencies/whd/fmla/posters>