



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20070013

OPEN: 10/26/06

CLOSE: 01/16/07

THIS POSITION WILL BE FILLED ON A PERMANENT BASIS.

POSITION VACANT: Science Education Administrator (Program Director), AD-1701-4. Annual salary ranges from \$ 91,407 to \$ 142,449.

PROMOTION POTENTIAL: Science Education Administrator (Program Director), AD-1701-4.

LOCATION: Directorate for Education and Human Resources, Division of Undergraduate Education, National Science Foundation, Arlington, VA.

RELOCATION: Expenses will be paid.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with merit staffing provisions of the Collective Bargaining Agreement, Article VIII.

AREA OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

DUTIES AND RESPONSIBILITIES:

The Division of Undergraduate Education (DUE) manages a range of grant programs that constitute a comprehensive approach to improving science, technology, engineering, and mathematics (STEM) education at two- and four-year colleges and universities. These programs support the development of innovative educational materials, courses, curricula, pedagogical techniques, and assessment instruments and methods; the acquisition of modern laboratory instrumentation and equipment; professional development for faculty; and scholarships for students. DUE's programs and other leadership efforts focus not only on promoting high-quality college-level STEM education but also on strengthening the diversity of students and faculty and fostering collaboration. Additional information about the division and its programs can be found at <http://www.nsf.gov/div/index.jsp?div=DUE>.

The person selected for this position will serve as the Lead Program Director for the Federal Cyber Service: Scholarship for Service (SFS) program and will coordinate the management of computer science education proposals and awards in other DUE programs. He or she will participate in all phases of the solicitation, review, and management of proposals submitted to assigned programs; conduct post-award monitoring of funded projects, including site visits and review of annual and final reports; conduct analyses and prepare reports and internal budget plans for programs and other DUE activities; coordinate the evaluation of assigned programs; negotiate agreements with other Federal agencies to

transfer funds or conduct joint activities in support of education or research; contribute to the Foundation-wide coordination of activities for undergraduate STEM education; provide leadership in both DUE and NSF in computer science education; represent the division at professional meetings and conferences; and represent the division in cross-directorate and interagency initiatives related to computer science and cybersecurity.

QUALIFICATIONS REQUIRED:

Applicants must have a PhD or equivalent experience in computer science, computer engineering, computational science, information science, or allied disciplines, plus six or more years of successful research, research administration, and/or managerial experience pertinent to the position. Applicants must also have significant experience in teaching computer science at the college or university level and demonstrated leadership in computer science education. Research or teaching experience related to information systems security or one or more of NSF's priority areas and cross-disciplinary areas that involve computer science and engineering--e.g., cyberinfrastructure, advanced learning technologies, cyber-enabled science and engineering, digital libraries, bioinformatics--is also highly desirable.

QUALITY RANKING FACTORS: Final ranking will be based upon an evaluation of your experience, education, and training as they relate to the following knowledge, skills, and abilities:

1. Knowledge of computer science and computer science education; significant experience in teaching computer science at the college or university level; and demonstrated leadership in computer science education.
2. Research, analytical, and technical writing skills that evidence the ability to perform extensive inquiry into a wide variety of significant issues and to make recommendations and decisions based on findings.
3. Ability to organize, implement, and manage a proposal-driven grant program, allocating resources to meet a broad spectrum of program goals.
4. Knowledge of project management and/or research administration.
5. Ability to meet and deal with representatives from the scientific and engineering communities to advocate programs, policies, and plans.

Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required.

HOW TO APPLY: You may apply for this position with the Optional Application for Federal Employment (OF-612), the older Application for Federal Employment (SF-171), a resume, or other application format of your choice--so long as it contains the necessary information (summarized below). You must also submit a current performance appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. In order to ensure full consideration, it is recommended that you submit a supplemental statement that specifically addresses how your background and experience relate to each Quality Ranking Factor specified in this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: ♦ Your country of citizenship. ♦ Your social security number. ♦ Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. ♦ Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. ♦ If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. ♦ The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

You may submit your application via e-mail to ywoodwar@nsf.gov or submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20070013.

ALL RESUMES MUST BE RECEIVED BEFORE MIDNIGHT EASTERN TIME ON THE CLOSING DATE OF THIS ANNOUNCEMENT.

For additional information call Von Woodward at (703) 292-4386. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- 01 - Newspaper (specify) _____
- 02 - Contact with NSF Personnel Office (Agency Bulletin Board or other Announcement)
- 03 - NSF-initiated personal contact
- 04 - Science Magazine, or other professional journal or magazine (specify) _____
- 05 - Affirmative Action Register
- 06 - Attendance at conference, meeting or job fair (specify) _____
- 07 - NSF recruitment at school or college
- 08 - Colleague referral
- 09 - NSF Bulletin
- 10 - Federal, State or local job information center
- 11 - State vocational rehabilitation agency or Veterans Administration
- 12 - State employment office
- 13 - School or college counselor or other official
- 14 - Private job Information service
- 15 - Private employment service
- 16 - Friend or relative working at NSF
- 17 - Friend or relative not working at NSF
- 18 - NSF website
- 19 - Internet or other website
- 20 - Other (specify) _____

4. Select the ethnic category with which you most closely identify:
A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:
A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide information on your disability status by circling the appropriate category below:

- 1. I do not have a disability;
- 2. Hearing impairment;
- 3. Vision impairment;
- 4. Missing extremities;
- 5. Partial paralysis;
- 6. Complete paralysis;
- 7. Convulsive disorder;
- 8. Mental retardation;
- 9. Mental or emotional illness;
- 10. Severe distortion of limbs and/or spine;
- 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER