



NATIONAL SCIENCE FOUNDATION  
4201 WILSON BOULEVARD  
ARLINGTON, VIRGINIA 22230

DGE 15-002

## **Dear Colleague Letter: Division of Graduate Education (DGE) - Employment Opportunity for Program Director Position (Opened Until Filled)**

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Dear Colleagues:

The NSF Division of Graduate Education (DGE) announces a nationwide search for an individual to serve as a Program Director in the Graduate Research Fellowship Program.

The Graduate Research Fellowship Program (GRFP) is the oldest federal fellowship program directly supporting graduate students in science, technology, engineering and mathematics (STEM) fields. GRFP is a critical program in NSF's overall strategy in developing the globally-engaged workforce necessary to ensure the Nation's leadership in advancing science and engineering research and innovation. A high priority for NSF and GRFP is increasing the diversity of the science and engineering workforce, including geographic distribution and the participation of women, underrepresented minorities, persons with disabilities, and veterans. Fellowships are awarded to individuals selected early in their graduate careers based on their demonstrated potential for significant achievements in science and engineering. The GRF program has also launched new initiatives to support opportunities for professional development of Fellows through international research collaborations ([Graduate Research Opportunities Worldwide \[GROW\]](#)) and research internships in federal agencies and laboratories ([Graduate Research Internship Program \[GRIP\]](#)).

Formal consideration of applicants responding to this announcement will begin March 3, 2015 and will continue until the position is filled. It is anticipated that the successful candidate will start in the Spring/Summer 2015 timeframe. The rotational assignment will be made for one year, and may be extended for additional years by mutual agreement. The selected individual will have primary responsibility in this program, but will also participate in other efforts to advance NSF's goals in graduate education.

Applicants are encouraged to visit the NSF website at <http://www.nsf.gov> to find information about NSF, the Directorate of Education and Human Resources, DGE and the Graduate Research Fellowship Program.

NSF Program Directors have the primary responsibility for carrying out the Agency's overall mission. Discharging this responsibility requires a commitment to high standards, breadth of knowledge and interest, receptivity to new ideas, a strong sense of fairness, good judgment, and a high degree of personal integrity. DGE has a leadership responsibility in NSF in the development of programs that promote innovations and build the knowledge base to inform improvements in graduate education in science and engineering.

Candidates must have a Ph.D. in a STEM disciplinary field plus after award of the Ph.D., six or more years of successful research, research administration and/or managerial experience in academe, industry, or government. A background in the physical sciences or engineering is desirable. The ideal

candidate will have experience as either an advisor of Masters and PhD students, or a graduate research administrator or have substantial managerial and coordination experience in academe, industry, or government. The applicant should be highly knowledgeable in the field of graduate education and participate actively in the science and engineering community. The successful applicant should have strong teamwork and collaborative skills, strong oral and written communication skills, and be able to serve as effective spokespersons in the science and engineering community. The selected candidate is expected to function effectively both within the GRF program and in teams, contributing to and coordinating with organizations in the Directorate, across the Foundation, and with other Federal and State government agencies and private-sector organizations, as necessary.

The Program Director position recruited under this announcement will be filled using the following rotational program:

**Intergovernmental Personnel Assignment (IPA) Act:** Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. Initial assignments under IPA provisions may be made for a period up to two years, with a possible extension for up to an additional two-year period. The individual remains an employee of the home institution and NSF provides the negotiated funding toward the assignee's salary and benefits. Initial IPA assignments are made for a one-year period and may be extended by mutual agreement.

For additional information on NSF's rotational programs, please see "Programs for Scientists, Engineers and Educators" on the NSF website at [http://www.nsf.gov/about/career\\_opps/rotators/index.jsp](http://www.nsf.gov/about/career_opps/rotators/index.jsp).

Applicants should send a copy of their CV and a cover letter explaining the reasons they are interested in the position. This letter should describe how their experiences fit with the position of program officer in DGE (referencing the CV), why this position would be of mutual benefit to NSF and to their institutions, and how they foresee this assignment benefiting their careers. Application materials and questions should be sent to the Division of Graduate Education via email to [ehrdge@nsf.gov](mailto:ehrdge@nsf.gov) with "GRF Program Officer Position" in the subject line. Applications may also be sent to:

Division of Graduate Education  
National Science Foundation  
4201 Wilson Boulevard, Suite 875  
Arlington, Virginia 22230  
Phone: (703) 292-8630

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