



NATIONAL SCIENCE FOUNDATION  
4201 WILSON BOULEVARD  
ARLINGTON, VIRGINIA 22230

CMMI 16-004

**Dear Colleague Letter: Division of Civil, Mechanical and Manufacturing Innovation (CMMI), Operations, Design and Dynamical Systems (ODDS) Cluster and Service, Manufacturing and Operations Research (SMOR) Program, Directorate for Engineering - Employment Opportunity for Associate Program Director Position (Open Until Filled)**

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January 5, 2016

Dear Colleague:

The Division of Civil, Mechanical, and Manufacturing Innovation, within the Directorate for Engineering at the National Science Foundation (NSF), announces a nationwide search to fill the Associate Program Director position.

Formal consideration of interested applications will begin **January 15, 2016** and will continue until a selection is made.

Program Directors have an unparalleled opportunity and responsibility to ensure NSF-funded research is at the forefront of advancing fundamental knowledge. In support of that, Program Directors are responsible for extensive interaction with academic research communities and industry, as well as interaction with other Federal agencies that may lead to development of interagency collaborations. Within this context, Program Directors solicit, receive and review research and education proposals, make funding recommendations, administer awards, and undertake interaction with research communities in these fields. They are also responsible for service to Foundation-wide activities and initiatives that together accomplish NSF's strategic goals to: 1) Transform the Frontiers of Science and Engineering, 2) Stimulate Innovation and Address Societal Needs through Research and Education, and 3) Excel as a Federal Science Agency.

An Associate Program Director performs many of the duties of a Program Director and provides backup and support to the Program Director. The Associate Program Director will be involved in activities that may cut across several CMMI programs and provide support to the Division Director and Deputy Division Director. The position requires a commitment to high standards of intellectualism and ethical conduct, a considerable breadth of interest across topics of relevance to CMMI, receptivity to new ideas, a strong sense of fairness, good judgment, and a high degree of personal integrity.

The principal area of focus for this position will be in the Operations, Design and Dynamical Systems (ODDS) cluster of the CMMI Division, [http://www.nsf.gov/funding/pgm\\_summ.jsp?pims\\_id=13473](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=13473). A significant fraction of incumbent's time will be in support of the Service, Manufacturing and Operations Research (SMOR) program, [http://www.nsf.gov/funding/pgm\\_summ.jsp?pims\\_id=505202](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=505202). Accordingly, the preferred candidate will have some combination of mechanical and/or industrial engineering and a mathematical background sufficient to contribute effectively in these disciplinary areas. Please refer to

the web sites noted for detailed information regarding these programs.

**The major duties of the position include:**

- Program support activities including the administration of proposals and awards, setting up and conducting proposal review panels, recommending proposal actions and documenting recommendations, and communications and correspondence with principal investigators.
- Writing program descriptions and budget justifications.
- Service on NSF committees, participation in cross-divisional and cross-directorate activities, and the conduct of outreach activities.
- Support to the CMMI Division Director and Deputy Division Director, including performing data retrieval and analysis, data presentation, and the preparation of summary reports and presentations to support divisional activities.

Requirements of the position include a Ph.D. degree in an appropriate field plus, after award of the Ph.D., at least four years of successful research, research administration, and/or managerial experience pertinent to the position. The position requires effective oral and written communication skills, and familiarity with NSF programs and activities is highly desirable. The incumbent is expected to function effectively as a member of crosscutting and interactive teams. The incumbent must also demonstrate a capability to work across government agencies to promote NSF activities and to leverage program funds through interagency collaborations. In addition, the incumbent must demonstrate an ability to organize and administer research program activities and to manage program budgets. Data analysis and presentation skills are also desired, including familiarity with data analysis, query and presentation software.

The Program Director position recruited under this announcement may be filled under one of the following appointment options:

**Visiting Scientist, Engineer or Educator (VSEE) Appointment:** Visiting Scientist Appointment: Appointment to this position will be made under the Excepted Authority of the NSF Act. Visiting Scientists are on non-paid leave status from their home institutions and placed on the NSF payroll. NSF withholds Social Security taxes and pays the home institution's contributions to maintain retirement and fringe benefits (i.e., health benefits and life insurance), either directly to the home institutions or to the carrier. Appointments are usually made for a one-year period and may be extended for an additional year by mutual agreement. Visiting Scientist appointments may be convertible to permanent appointments. See <http://www.nsf.gov/careers/rotator/vsee.jsp> for additional information.

**Temporary Excepted Service Appointment:** Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service 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, and life insurance) are applicable for appointments of more than one year. Temporary appointments may not exceed three years. Temporary Excepted Service appointments may be convertible to permanent appointments.

**Permanent Federal Employee:** Applicants wishing to apply for the Permanent Appointment should see Job Announcement **CMMI-2016-0004** at [www.USAJobs.gov](http://www.USAJobs.gov).

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/careers/> and <http://www.nsf.gov/careers/rotator/>.

Applications will be accepted from US Citizens. Recent changes in Federal Appropriations Law require Non-Citizens to meet certain eligibility criteria to be considered. Therefore, Non-Citizens must certify eligibility by signing and attaching this [Citizenship Affidavit](#) to their application. Non-citizens who do not provide the affidavit at the time of application will be considered for IPA only. We also ask that you complete and submit the Applicant Survey Form. This will help NSF to ensure that our recruiting efforts are attracting a diverse candidate pool; it will be used for statistical purposes only.

Applicants should indicate in their cover letter that they are applying for the CMMI Associate Program Director position. Should you or your colleagues be interested in this position, please email a current CV accompanied by your cover letter highlighting the background that specifically relates to the position duties and requirements to:

CMMI Associate Program Director Search Committee  
Dr. George A. Hazelrigg  
Division of Civil, Mechanical and Manufacturing Innovation  
Directorate for Engineering  
National Science Foundation  
Arlington, VA 22230  
Email: [ghazelri@nsf.gov](mailto:ghazelri@nsf.gov)

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