



NATIONAL SCIENCE FOUNDATION  
4201 WILSON BOULEVARD  
ARLINGTON, VIRGINIA 22230

HRM 16-001

**Dear Colleague Letter: Office of Information and Resource Management (OIRM),  
Division of Human Resource Management (HRM) - Employment Opportunity for  
Evaluation and Assessment Expert (Open Until Filled)**

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May 12, 2016

Dear Colleague:

The Division of Human Resources Management (HRM) within the Office of Information and Resource Management (OIRM) at the National Science Foundation (NSF) announces a nationwide search for an Evaluation and Assessment Expert.

The Evaluation and Assessment Expert will report to the NSF Academy Branch Chief and Chief Learning Officer and provide professional expertise in a variety of evaluation and assessment activities that may include, but not be limited to:

- Conducting an agency-wide training needs analysis to identify gaps and assess which program areas need improvements. Communicating findings NSF-wide;
- Designing a program logic model and using that framework to assess the impact of a new Leadership Development Program. This may require identifying ways to collect data (e.g. development of new surveys, finding ways to collect information through existing databases, conducting focus groups);
- Evaluating the effectiveness of the NSF Academy's learning and development programs/offerings and providing a summary report and/or briefing to agency stakeholders with findings and recommendations;
- Developing communication materials (e.g., short articles for the agency's weekly newsletter; briefings for staff, senior leaders, and/or other stakeholders) to share key human capital-related information; and
- Creating a dashboard to share key learning and development statistics in real time.

The majority of the work will be conducted independently but will require extensive collaboration and coordination with staff in program areas and other stakeholders throughout the Foundation.

Candidates must have a Ph.D. in psychology, education, communications, or business/management, plus after award of the Ph.D., four or more years of successful research, research administration, and/or managerial experience pertinent to the position; OR a Master's degree in psychology, education, communications, or business/management plus after award of the degree, six or more years of successful research, research administration, and/or managerial experience pertinent to the position.

Candidates must also have experience in one of the following courses of study: evaluation, social sciences or another STEM discipline with significant coursework in program evaluation and measurement. The course of study should have offered training and expertise in critical areas that would support initiatives sought by HRM as described in the duties section. **Experience in program**

## **evaluation is required.**

The incumbent also should have recent experience with program evaluation and assessment in either a college/university, business, non-profit, or government setting. Additional experience in a corporate university environment is desired, but not required. Professional experience should include:

- Defining the purpose and scope of an evaluation. This may include working with program managers, course developers, facilitators, and/or other stakeholders to refine objectives, desired outcomes, and evaluation questions;
- Developing evaluation plans, procedures, and methodology to measure the effectiveness of Agency-wide programs, initiatives, and policies;
- Collecting, compiling, and aggregating qualitative and quantitative data on agency learning and development programs/offerings to assess program objectives, goals, and outcomes;
- Performing data analysis including data entry, data management, statistical analysis, and qualitative data coding;
- Translating evaluation data into metrics/impact statements that can be shared with various stakeholders;
- Preparing reports and briefings for senior leaders, as well as targeting broad and diverse audiences;
- Communicating results of program evaluation, both orally and in writing, to various stakeholders; and
- Staying abreast of new developments in the field of evaluation and providing guidance accordingly.

The incumbent will be expected to have:

- Advanced training and education in research and statistical methods;
- Experience in statistical analysis of large datasets with a wide-range of analytical approaches;
- Experience in writing and publishing reports or briefings for varying types of audiences; and
- A practical understanding of how to apply statistical methods and analysis to the evaluation and assessment of learning and development programs and offerings.

Additionally, the ideal candidate will have excellent oral and written communication skills, critical thinking and problem solving skills, a detail orientation, as well as the ability to collaborate with stakeholders at all levels, manage projects, and achieve results both as an independent project leader and as part of a team.

Applications accepted from U.S. Citizens and Non-Citizens from Intergovernmental Personnel Assignment (IPA) Act eligible organizations.

The Evaluation and Assessment Expert position will be filled under the Intergovernmental Personnel Assignment (IPA) Act program only.

**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.

**IMPORTANT: Candidates should understand that an Intergovernmental Personnel Act (IPA) Assignment means that you will continue to be an employee of your current state and local government, college and/or university, Indian tribal government, federally funded research and development center, or other eligible organizations (non-profits that are IPA Certifiable). Under**

an IPA agreement, the National Science Foundation pays your salary and benefits costs to your organization and then “borrows” you from them for from one to four years. That is the only way this position is being filled, so if your organization is unlikely to be willing to enter into this kind of an arrangement with NSF, then you would not eligible for a position under this announcement.

For additional information on Intergovernmental Personnel Act assignments at NSF, please visit: <https://www.nsf.gov/careers/rotator/ipa.jsp>.

Formal consideration of applications will be begin on **June 6, 2016** and will continue until a selection is made.

Please email your application materials to Doug Deis, Chief Learning Officer, NSF Academy at [ddeis@nsf.gov](mailto:ddeis@nsf.gov).

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