



National Science Foundation  
4201 Wilson Boulevard  
Arlington, Virginia 22230

**OLPA 16-001**

**Dear Colleague Letter - Office of Director (OD), Office of Legislative and Public Affairs (OLPA),  
Public Affairs Specialist Position (Open Until Filled)**

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July 26, 2016

Dear Colleagues:

The Office of Legislative and Public Affairs (OLPA), within the Office of Director at the National Science Foundation announces a nationwide search to fill one Public Affairs Specialist position.

Formal consideration of interested applications will begin on **July 28, 2016**, and will continue until a selection is made.

Public Affairs Specialists in OLPA are assigned to specific NSF Directorate(s), and are recognized as subject-matter experts in media and public affairs activities for the scientific and engineering disciplines spanned by those Directorate(s). The responsibilities of Public Affairs Specialists entail developing broad and in-depth program-specific public outreach, educational and media relations programs; developing and applying new approaches to NSF's most difficult and complex public affairs problems; and associated issues that arise in these endeavors. In this regard, the incumbent is responsible for conceptualizing and developing Directorate-related science education information materials designed to reach national audiences through the print and electronic news media, including wire service; radio and television; social media; and periodicals such as newspapers, magazines, and newsletters.

The Public Affairs Specialist being sought through this Dear Colleague Letter will be involved with NSF's Directorate for Computer and Information Science and Engineering (CISE), and will develop and formulate communication strategies to promote CISE's research, education, and research cyberinfrastructure activities. Specifically, the incumbent will: initiate and oversee the design and production of multimedia products to support science communications; develop strategic communications plans that include advanced metrics; collaborate with communications colleagues at academic institutions, scientific and professional societies, and other federal entities to promote the activities supported by NSF; serve as an advisor to directorate staff; and serve as an NSF-wide communications consultant in identifying content for communications products and services consistent with NSF policies and views.

The Public Affairs Specialist is relied upon to develop and manage an all-encompassing national-level media contact program that includes ongoing intense coordination and contact with media outlets, publishers and journalists, with the goal of enhancing global dissemination of NSF business achievements. In this regard, the incumbent is responsible for coordination and oversight of all media events involving the formulation and execution of a budget, the rehearsing of subject matter and talking points with interviewees, and coordination of all supporting documentation and visual products through OLPA and NSF for the events.

Qualification requirements for the position include one year of specialized experience in: developing communication strategies and products for an organization; developing written communication materials concerning scientific subjects related to the organization's programs; providing authoritative advice to

senior management for improving the delivery of program information; and using the Internet and/or web pages to communicate information to the public and media. Special consideration will be given to those candidates who have a broad knowledge of computer and information science and engineering disciplines, including research cyberinfrastructure.

The position recruited under this announcement will be filled under the following appointment option:

**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 are made for a one-year period, with a possible extension for up to three additional years by mutual agreement. The individual remains an employee of the home institution and NSF provides the negotiated funding toward the assignee's salary and benefits.

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/microsite/>.

Applicants should indicate in their cover letter that they are applying to the Public Affairs Specialist Position. Applications must include contact information, a current CV, a letter briefly describing the candidate's background that specifically relates to the Public Affairs Specialist position described above including broad knowledge of computer and information science and engineering, availability time frame, and a list of references. Please submit your application to:

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Staff Associate for Operations  
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A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**