



**Office of the Assistant Director
Directorate for Education and Human Resources
National Science Foundation**

DATE: February 19, 2019

TITLE: Division Director, Division of Human Resource Development
Employment Opportunity – Dear Colleague Letter

Dear Colleague:

The Directorate for Education and Human Resources announces a nationwide search to fill the position of Division Director, Division of Human Resource Development (HRD) in the Directorate for Education and Human Resources (EHR). The mission of EHR is to provide the research and development foundation to develop a diverse science, technology, engineering, and mathematics (STEM)-literate public and a workforce ready to advance the frontiers of science and engineering for society. The Division serves as a focal point for NSF's agency-wide commitment to enhancing the quality and excellence of STEM education and research through broadening participation by historically underrepresented groups – minorities, women and persons with disabilities. Priority is placed by the division on investments that promise innovation and transformative strategies; foster basic and applied research regarding broadening participation; and focus on creating and testing models that ensure the full participation of and provide opportunities for the educators, researchers and institutions dedicated to serving these populations.

The Division Director has managerial and oversight responsibilities for the effective use of division staff and resources, and for building teams and coalitions to meet organizational goals and objectives. This includes leading the activities of HRD, assessing the needs and trends, developing breakthrough opportunities, implementing overall strategic planning, and setting policy. He or she will supervise and provide leadership and guidance to senior executive level HRD staff, program officers, and administrative and support personnel. Additional responsibilities include overseeing the management of the HRD funding portfolio, determining funding requirements, preparing and justifying budget estimates, balancing program needs, allocating resources, overseeing the evaluation of proposals and recommendations for awards and declinations, and representing NSF to relevant external groups. Also, the HRD Division Director fosters and sustains public and private partnerships with other NSF divisions, directorates, Federal agencies, scientific and educational organizations, business, industry, and the academic community to advance the mission and vision of EHR.

The successful candidate will possess a strong record of achievement and leadership in academe, government, or not-for-profit research and education endeavors that, ideally, reflects academic depth and experience in a STEM discipline. Additional desirable characteristics include one or more of the following: experience at the national level or at the university or institutional level in studying and/or shaping innovations for improvement of STEM education, evidence of scholarship directed at the understanding and improvement of STEM education, or administrative and managerial experience at the level of a department chair or equivalent. In addition to having a strong record of research and education

accomplishments, the Division Director must be experienced and competent in technical, financial, and administrative management. He/she must work well with people from all administrative and programmatic areas, be an effective communicator, have excellent team-building skills, and act as a mentor to continuously develop the diversity of talents and skills of his or her colleagues at all levels. Finally, the Directorate seeks an individual with demonstrated success in team-building and supporting the professional growth of staff.

The qualification requirements of the position are listed below:

Executive/Managerial Requirements

1. *Leading Change*. Demonstrated ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Includes the ability to establish an organizational vision and to implement it in a continuously changing environment.
2. *Leading People*. Demonstrated ability to lead people toward meeting the organization's vision, mission, and goals. Includes the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. *Results-Driven Leadership*. Demonstrated ability to meet organizational goals and customer expectations. Includes the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
4. *Business Acumen*. Demonstrated ability to manage human, financial, and information resources strategically.
5. *Building Coalitions*. Demonstrated ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Professional/Technical Requirements

1. Ph.D./Ed.D. or a combination of education and equivalent professional experience, in science, technology, engineering or mathematics (STEM) and/or including the social, behavioral, and economic sciences. Professional experience should include leading or managing programs or projects focused on broadening participation in STEM.
2. Recognized professional standing in STEM education, STEM, and/or Broadening Participation communities, as evidenced by a sustained record of research and professional leadership activities, focused on diversity, equity, and inclusion in STEM.
3. Demonstrated knowledge of universities and other academic institutions of higher education, informal STEM learning environment, PK-12 school systems, or systems of education where STEM research and/or education research is conducted. Knowledge of grants, fiscal management, and budget preparation involving research or education support activities.
4. Knowledge of education policy issues at the Federal and/or state level and knowledge of trends, issues, current research and evidence-based practices in broadening participation in STEM.

5. Skill in building on and growing the expertise and knowledge of researchers and educators in multiple disciplines to develop and implement approaches and programs that address important crosscutting challenges in broadening participation in STEM.

Appointment to this Senior Executive Service position may be on a career basis or on a one- to three-year limited-term basis, with a salary range of \$165,842 to \$174,500. Alternatively, the incumbent may be assigned to the position under Intergovernmental Personnel Act (IPA) provisions. Information about the IPA program is described below.

Intergovernmental Personnel Act (IPA) Assignment: 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 of up to two years, with a possible extension for up to an additional two-year period. As an IPA, the individual remains an employee of the home institution, and NSF provides funding toward the assignee's salary and benefits. Further information regarding IPA positions is available at http://www.nsf.gov/about/career_opps/rotators/ipa.jsp.

Application Instructions: You may view the vacancy announcement (HRD-2019-0001) for this position at **USAJOBS:** <https://www.usajobs.gov/GetJob/ViewDetails/524332200>. The position is scheduled to close on April 29, 2019. Please submit a current CV accompanied by a cover letter or supplemental statement that addresses the qualification requirements of the position. Be sure to reference the job announcement number: HRD-2019-0001. Applications should be transmitted electronically to execsrch@nsf.gov or mailed or delivered to the following address:

National Science Foundation

Division of Human Resource Management
Executive Personnel
ATTN: HRD-2019-0001
2415 Eisenhower Avenue
Alexandria, VA 22314

General inquiries should be directed to hrd-dd-search@nsf.gov.

NSF is an equal opportunity employer committed to employing a highly qualified staff that reflects the diversity of our nation.