

Dear Colleague Letter - Division Director, Division of Astronomical Sciences (AST) Employment Opportunity

DATE: April 8, 2013

The Directorate for Mathematical and Physical Sciences (MPS) announces a nationwide search to fill the position of Director, Division of Astronomical Sciences (AST). Formal consideration of interested applicants will begin April 4, 2013, and continue until a selection is made. Appointment to this Senior Executive Service position will be on a career basis.

The Division Director leads a team of program officers in managing a broad portfolio of investments in physics research and education. The incumbent has managerial and oversight responsibilities for the effective use of Division staff and resources in meeting organizational goals and objectives. This includes directing the activities of the Division, assessing the needs and trends in research and education related to the Division's programs, implementing overall strategic planning, and setting policy. The Director supervises and provides leadership and guidance to senior level AST staff (Deputy Division Director), AST program officers, and administrative and support personnel. The Director determines funding requirements, prepares and justifies budget estimates, balances program needs, allocates resources, oversees the evaluation of proposals and recommendations for awards and declinations, and represents NSF to relevant external groups. The Director fosters partnerships with other Divisions, Directorates, Federal agencies, scientific organizations, and the academic community.

The mission of the Division of Astronomical Sciences is to support forefront research in ground-based astronomy; to help ensure the scientific excellence of the U.S. astronomical community; to provide access to world-class research facilities through merit review; to support the development of new instrumentation and next-generation facilities; and to encourage broad understanding of and diverse participation in the astronomical sciences.

The Division supports research in all areas of astronomy and astrophysics and related multidisciplinary studies. Modes of support include single-investigator and collaborative awards, as well as funding for acquisition and development of astronomical instrumentation, technology development for future ground-based facilities, and educational projects that leverage the Division's research investments to build research and workforce capacity and to increase scientific literacy. Through the national observatories and international partnerships, the Division provides support for a system of multi-aperture, research-class telescopes as well as frontier facilities that enable transformational capabilities in both radio and optical/infrared astronomy.

The successful candidate will possess an established record of significant achievement in research administration as well as leadership responsibility in academe, industry, or government. In addition to having a strong record of research and education accomplishments within his or her technical communities, the Division Director must be experienced and competent in technical, financial, and administrative management. He/she must work well with people, be an effective communicator, and act as a mentor to continuously develop the diversity of talents and skills of his or her colleagues at all levels.

QUALIFICATION REQUIREMENTS

EXECUTIVE/MANAGERIAL

Essential

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

Essential

- Ph.D. or equivalent professional experience, or a combination of education and equivalent experience, in astronomical sciences or a closely related field.
- Substantial research contributions and strong evidence of scholarship in areas related to astronomical sciences as evidenced by publications, innovative leadership in research administration, and professional leadership and awards in these technical areas.
- Skill in balancing complex and diverse program demands and available resources in response to major advances or changing needs of science and engineering research and technology.
- Broad understanding of universities and other institutions where research and education in science and engineering is conducted including knowledge of grant administration and fiscal management with experience in astronomical sciences support.

Applications will be accepted from US Citizens. Due to a recent change in Federal Appropriations Law, only [Non-Citizens](#) who are permanent US residents and actively seeking citizenship can be considered. Therefore, you are required to provide documentation that confirms you are actively seeking citizenship at the time you submit your application. Non-citizens who do not provide documentation will not be considered.

Application Instructions: You may view the vacancy announcement (ES-1330-00) for this position at **USAJOBS:** <https://www.usajobs.gov/GetJob/ViewDetails/341327000?org=NSF>. Please submit a current CV accompanied by a cover letter or supplemental statement that addresses the qualification requirements of the position. Applications should be transmitted electronically to execsrch@nsf.gov or mailed or delivered to the following address:

National Science Foundation
Executive Personnel and Visiting Personnel Branch
Division of Human Resource Management
4201 Wilson Boulevard Room 315
Arlington, VA 22230
ATTN: Meredith Berwick
(703)292-8267

General inquiries should be directed to:
Dr. Celeste Rohlfin
Search Committee Coordinator
(703) 292-8800
crohlf@nsf.gov

Sincerely,
Celeste Rohlfin
Search Committee Coordinator

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