

## Dear Colleague Letter – Deputy Assistant Director, Directorate for Mathematical and Physical Sciences (MPS) Employment Opportunity

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DATE: October 8, 2015

The Directorate for Mathematical and Physical Sciences (MPS) announces a nationwide search to fill the position of Deputy Assistant Director. Appointment to this Senior Executive Service position will be on a career basis with a salary range of \$158,700 - \$178,000.

The Division Director Serves as a member of the MPS leadership team and as the primary assistant to the Assistant Director in all aspects of management of the MPS Directorate. The mission of MPS is to harness the collective efforts of the mathematical and physical sciences communities to address the most compelling scientific questions, educate the future advanced high-tech workforce, and promote discoveries to meet the needs of the Nation.

The Directorate consists of the Divisions of Astronomical Sciences, Chemistry, Materials Research, Mathematical Sciences, and Physics, and the Office of Multidisciplinary Activities. These organizations provide the basic structure for MPS support of research and education. They support both disciplinary and interdisciplinary activities and partner effectively with each other, with other parts of NSF, with other agencies, and internationally. Directorate activities include support and oversight of the development and operation of forefront facilities. The Deputy Assistant Director participates with the Assistant Director in the coordination and overall management of Directorate activities with the directorate's senior managers and a staff of approximately 170.

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 Deputy Assistant 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**

1. Ph.D. or equivalent professional experience in mathematics, chemistry, physics, astronomy, materials science or other related field or sub-discipline.
2. Substantial research contributions and experience in academic, government and/or private national research and education endeavors as evidenced in publications, innovative leadership in research administration and/or professional leadership awards.
3. Demonstrated ability to work effectively on interdisciplinary matters and science policy with scientific and technical staff from many disciplines.
4. Knowledge of grant and contract administration, fiscal management, and budget preparation with experience in scientific research support.

**Application Instructions:** You may view the vacancy announcement (MPS-2016-0001) for this position at **USAJOBS:** <https://www.usajobs.gov/GetJob/ViewDetails/418468100>. 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](mailto: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: Imani Henderson  
(703) 292-8781

General inquiries should be directed to:  
Dr. Cliff Gabriel  
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(703) 292-8800  
[cjgabrie@nsf.gov](mailto:cjgabrie@nsf.gov)

Sincerely,  
Cliff Gabriel  
Search Committee Coordinator

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