

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

DATE: November 1, 2016

The Directorate for Mathematical and Physical Sciences (MPS) announces a nationwide search to fill the position of Division Director, Division of Astronomical Sciences (AST). The anticipated starting date is during the autumn of 2017. Appointment to this position may be on a career basis or on a one- to three-year term Senior Executive Service basis, with a salary range of \$160,300 to \$179,800. Alternatively, the incumbent may be assigned under the Intergovernmental Personnel Act (IPA) provisions¹.

The Division Director leads a team of program officers in managing a broad portfolio of investments in astronomical sciences 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 Division Director supervises and provides leadership and guidance to senior level AST staff, AST program officers, and administrative and support personnel. He/she determines funding requirements, prepares and justifies budget requests, balances program needs, allocates resources, oversees the evaluation of proposals and recommendations for awards and declinations, and represents NSF to relevant external groups. The Division Director fosters partnerships with other Divisions, Directorates, Federal agencies, scientific organizations, and the academic community. He/she has the primary responsibility for developing and implementing the responses to advice received from subcommittees of the Advisory Committee for the Directorate for Mathematical and Physical Sciences (e.g., Committee of Visitors and Portfolio Review Committee), the Astronomy and Astrophysics Advisory Committee, the National Academies' decadal surveys, and other committees of the National Academies.

¹ **Intergovernmental Personnel Act (IPA) Assignment:** This position may be filled under provisions of the Intergovernmental Personnel Act (IPA). Individuals eligible for an IPA assignment with a Federal agency include employees of state and local government agencies, 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. 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.

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. The successful candidate will either already have a Top Secret/Sensitive Compartmented Information (TS/SCI) clearance or will be eligible to obtain one.

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, including the management, oversight, or leadership of large scientific facilities or projects.
- 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.

Application Instructions: You may view the vacancy announcement (AST-2017-0005) for this position at **USAJOBS:** <https://www.usajobs.gov/GetJob/ViewDetails/455053700>

Please submit a current CV accompanied by a cover letter or supplemental statement that addresses the qualification requirements listed in the announcement. 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: Sandra De Leon
(703) 292-7493

General inquiries should be directed to:

Dr. James Ulvestad
Search Committee Coordinator
(703) 292-8820
julvesta@nsf.gov

Sincerely,
F. Fleming Crim
Assistant Director, Directorate for Mathematical and Physical Sciences

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