



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20010256
FILLED

OPEN: 09/21/2001

CLOSE: UNTIL

THIS IS A TEMPORARY 1-YEAR POSITION, BUT MAY BE EXTENDED FOR A TOTAL OF UP TO 3 YEARS. *Please Note: This announcement may close 14 days from opening date without notice.*

POSITION VACANT: Science Assistant (Arctic Research Support Specialist), AD-2. Annual salary ranges from \$44,352 to \$82,180. THIS IS AN INTERDISCIPLINARY POSITION AND MAY BE FILLED IN ANY ONE OF THE FOLLOWING OCCUPATIONAL FIELDS: ENGINEERING, BIOLOGY, GLACIOLOGY, GEOLOGY, GEOPHYSICS, ATMOSPHERIC PHYSICS, OR OCEANOGRAPHY.

PROMOTION POTENTIAL: Science Assistant (Arctic Research Support Specialist) AD-2.

LOCATION: Office of the Director, Office of Polar Programs, Arctic Sciences Section, Arlington, VA.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with merit staffing provisions of the Collective Bargaining Agreement Article VIII.

AREA OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

If not filled as an IPA, appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

DUTIES AND RESPONSIBILITIES: The Arctic Sciences Section is the focal point for Arctic sciences within the National Science Foundation (NSF). The program provides a focus for logistics coordination and interaction with other NSF directorates that support Arctic research and supports approximately 130 projects conducting fieldwork each year. The primary roles of the Research Support Specialist are to enhance the communication of Section-wide research support requirements to organizations that provide logistics and to program managers in the support of researchers. Specific duties performed in this position are described below.

- Provides working-level support to Section research, education and Research Support and Logistics (RSL) activities regarding implementation of funded proposals as well as future science requirements. The incumbent will provide planning and organizational assistance to the Arctic section, particularly for projects that are supported by multiple programs, to enhance the implementation of projects. This will involve providing clear work plans for projects involving fieldwork.

- Provides technical input for presentations and COV and GPRA reports on program developments and achievement. Prepares presentation materials in a variety of formats, working with the RSL Program Manager to draw from a diverse set of sources demonstrating the full scope of the RSL activity.
- Reviews all Arctic science and education proposals in conjunction with all Arctic Sciences Program Managers and Directors to determine the extent of logistical support required, and assist in determining the appropriate level and method of this support. Prepares a scope of work of the logistical component of each project at the time of funding.
- Provides assistance to researchers concerning program requirements, submission procedures (e.g., Fastlane) and coordination with logistics providers.
- Assists in monitoring performance of funded logistics providers against established goals, budgets and schedules. This involves independent review of periodic reports and follow-up with the support organization.

QUALIFICATIONS REQUIRED: For AD-2:

Applicants must have a masters degree in Engineering, Biology, Glaciology, Geology, Geophysics, Atmospheric Physics, or Oceanography plus a minimum of two years of research experience, research administration, and/or managerial experience pertinent to the position; or a Ph.D. in Biology, Glaciology, Geology, Geophysics, Atmospheric Physics, or Oceanography or equivalent research experience in the areas previously listed.

QUALITY RANKING FACTORS:

1. Knowledge of managerial and organizational concepts, principles and techniques in order to plan and manage a complex and wide-ranging geographical scientific program.
2. Knowledge of science issues and modern technologies sufficient to develop annual and long-range plans for balancing logistics, science, and budget needs.
3. Ability to communicate both orally and in writing with individuals at all levels.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisals, letter(s) of recommendation, and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to this position may be contingent upon successful completion of the appropriate background investigation.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below).

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You must also provide the following information: ♦ Your country of citizenship. ♦ Your social security number. ♦ Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. ♦ Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. ♦ If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. ♦ The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, the personnel office may choose not to consider you for this position.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20010256. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Fred Person on (703) 292-4369. Hearing impaired individuals may call TDD (703) 292-8044.

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