ANNOUNCEMENT NO: E20040107       OPEN: 08/13/04       CLOSE: 08/27/04

THIS IS A PERMANENT POSITION.

POSITION VACANT: Social Scientist (Science Assistant), AD-101-01. Annual salary range from $27,597 to $65,769.

LOCATION: Office of the Director, Office of Integrative Activities, National Science Foundation, Arlington, VA.

RELOCATION: Expenses will not be paid.

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

AREA OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

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 Office of Integrative Activities is responsible to the NSF Director’s Office for carrying out a number of cross-organizational activities as well as providing policy support for these activities. The office works across organizational boundaries and develops partnerships to promote and support the Foundation’s traditional mission as well as develops new initiatives stemming from strategic planning undertaken by senior management. The incumbent of this position will be responsible for the following:

- Provides scientific assistance to the Program Officers in all phases of the proposal review process for cross-directorate programs, including meeting and site visits arrangements
- Screens periodic reports of grantees in cross-directorate programs to spot problems, tabulates and analyzes data from final reports.
- Develops relevant scientific and/or administrative data that can be used in preparing analytical and interpretative reports and guides to cross-directorate activities, for award monitoring purposes.
- Develops, analyzes, and summarizes special statistical tabulations and related material about cross-directorate programs for internal NSF use.
- Edits panel summaries for recommended actions when necessary to provide feedback to principal investigators.
- Manages information dissemination on the Web, particularly for cross-directorate programs.

QUALIFICATIONS REQUIRED: Applicants must have a Baccalaureate degree in any of the social or behavioral sciences or equivalent experience. Some graduate education or administrative, managerial or professional experience related to the position is desired.
QUALITY RANKING FACTORS:

1. Ability to communicate and write clearly on matters of a scientific technical and administrative nature.

2. Ability to analyze and summarize data using various statistical methods.

3. Practical knowledge of computer software packages, including the Microsoft Office Suite and various databases and reporting systems.

4. Knowledge of the principles, concepts and methodologies in the field of social and behavioral science and statistics.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required.

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 also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should 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, you may lose consideration for this job.

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 E20040107. 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 Yvonne Woodward, on (703) 292-4386. Hearing impaired individuals may call TDD (703) 292-8044.

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION
1. Today's Date: _________________________________ 2. Year of Birth: ____________________

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)
   01 - Newspaper (specify)______________________ 10 - Federal, State or local job information center
   02 - Contact with NSF Personnel Office (Agency Bulletin Board or other Announcement)
   03 - NSF-initiated personal contact
   04 - Science Magazine, or other professional journal or magazine (specify)______________________
   05 - Affirmative Action Register
   06 - Attendance at conference, meeting or job fair (specify)________________________
   07 - NSF recruitment at school or college
   08 - Colleague referral
   09 - NSF Bulletin
   10 - Federal, State or local job information center
   11 - State vocational rehabilitation agency or Veterans Administration
   12 - State employment office
   13 - School or college counselor or other official
   14 - Private job Information service
   15 - Private employment service
   16 - Friend or relative working at NSF
   17 - Friend or relative not working at NSF
   18 – NSF website
   19 – Internet or other website
   20 - Other (specify)________________________

4. Select the ethnic category with which you most closely identify:
   A. **Hispanic or Latino**. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
   B. **Not Hispanic or Latino**.

5. Select one or more racial category with which you most closely identify:
   A. **American Indian or Alaska Native**. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
   B. **Asian**. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
   C. **Black or African American**. A person having origins in any of the black racial groups of Africa.
   D. **Native Hawaiian or Other Pacific Islander**. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
   E. **White**. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.)  F - Female  M - Male

7. Please provide Information on your disability status by circling the appropriate category below:
   1. I do not have a disability;  2. Hearing impairment;  3. Vision impairment;  4. Missing extremities;  5. Partial paralysis;
   6. Complete paralysis;  7. Convulsive disorder;  8. Mental retardation;  9. Mental or emotional illness;  10. Severe distortion of limbs and/or spine;  11.I have a disability but it is not listed.

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FOR AGENCY USE

Agency Code: ____________________________________________

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER