



NATIONAL SCIENCE FOUNDATION

ANNOUNCEMENT NUMBER E20040111-IPA INSTRUCTIONAL TECHNOLOGY PROJECT LEADER OFFICE OF INFORMATION AND RESUOURCE MANAGEMENT

The National Science Foundation is seeking qualified candidates for the position of Instructional Technology Project Leader, NSF Academy, and inviting individuals who might be interested in an Intergovernmental Personnel Act (IPA) assignment to submit an application. A statement of duties of the position and qualification requirements is included below.

Initial assignments under the IPA mechanism may be made for a period of up to two years. Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or 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. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution. **Individuals interested in an IPA assignment should submit curriculum vitae or Federal application form and a letter referencing qualifications to the following address:**

**National Science Foundation
Division of Human Resource Management
Executive & Visiting Personnel Branch
ATTN: E20040111-IPA
4201 Wilson Boulevard, Room 315
Arlington, VA 22230**

The closing deadline for receipt of applications is September 30, 2004.

Applications may also be transmitted electronically to rotator@nsf.gov. The phone number for vacancy announcements coordinated by the Executive and Visiting Personnel Staff is (703) 292-8755; hearing-impaired individuals should call TDD on 703-292-8044. This announcement may be accessed electronically under Vacancies on NSF's Homepage <http://www.nsf.gov/jobs>. Information on the NSF mission, structure, programs and operations may be found at <http://www.nsf.gov/>. 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 located on this vacancy announcement.

STATEMENT OF DUTIES: The NSF Academy promotes a culture of continuous learning within the NSF by providing the knowledge and tools necessary to ensure excellence in fulfilling NSF's statutory mission. The Academy creates new initiatives, programs, curricula and processes to support the professional development of all staff to enhance their professional skills and strategic understanding. The Instructional Technology Project Leader will provide professional expertise in a variety of Academy projects which may include establishing college/university partnerships in implementing distance learning tools, video conferencing solutions, and developing online collaborative systems for Academy initiatives. The incumbent should have recent experience with adult learners in either a college/university, business, non-profit, or government setting. Additional experience in a corporate university environment is desired but not required. Professional experience should have included adult learning technology, implementation, evaluation, and follow up with stakeholders. Necessary qualities include excellent oral and written communication skills, ability to collaborate with stakeholders at all levels, and the ability to achieve results both as an independent project leader and as part of a team.

QUALIFICATIONS REQUIRED: Applicants must have a Masters Degree or Ph.D. or equivalent experience in an appropriate field plus two to four years of successful research, research administration, and expert level experience in one of the following courses of study: Instructional Technology, Curriculum and Instruction, Emerging Technologies in Education, or a related field, such as Human Resource Development, Computer Assisted Instruction, Communications, or Computer Science in an Educational Environment. The course of study should have offered training and expertise in critical areas that would support initiatives sought by the NSF Academy as described in the duties section. **Experience in educational technology and/or distance learning is highly desirable, but not required.**

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

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) _____
- 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.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER