



National Science Foundation

Rotational Vacancies

ANNOUNCEMENT NO: E20040118-Rotator

OPEN: 09/13/2004

CLOSE: 10/12//2004

POSITIONS WILL BE FILLED ON A ONE OR TWO YEAR VISITING SCIENTIST APPOINTMENT, INTERGOVERNMENTAL PERSONNEL ACT (IPA) ASSIGNMENT BASIS, OR FEDERAL TEMPORARY APPOINTMENT.

The National Science Foundation (NSF) is seeking a qualified candidate for the position of Program Director for the Graduate Research Fellowship Program within the Division of Graduate Education, Directorate for Education and Human Resources, Arlington, VA.

The Division of Graduate Education provides the Foundation's focus for strong and innovative support for graduate students and graduate education programs to ensure the strength, diversity, and vitality of the US science and engineering workforce. The Division aims to enhance the flexibility and appropriateness of graduate programs at various levels and across the full range of disciplines supported by the Foundation as a whole. The Division seeks to expand its collaborations with other programs and units at NSF and sister agencies to more effectively facilitate advances in graduate education. Additional information about the Division and its programs can be found at <http://www.ehr.nsf.gov/EHR/DGE/>.

The **Graduate Research Fellowship Program (GRFP)** promotes the strength and diversity of the nation's scientific and engineering base. NSF Graduate Fellowships offer recognition and three years of support for advanced study to approximately 900 outstanding graduate students annually in all fields of science, mathematics, and engineering, including approximately 90 awards in the Women in Engineering (WENG) and Women in Computer and Information Science (WICS) components.

This position will be filled on a one or two year Visiting Scientist Appointment, under the terms of the Intergovernmental Personnel Act (IPA), or as a Federal Temporary Appointment. Temporary and Visiting Scientist appointments will be made under the Excepted Authority of the NSF Act with a current salary range of \$85,210 - \$132,791, depending on qualifications and experience. For Visiting Scientist appointments, individuals are in a non-pay leave status from the home institution and are appointed to NSF's payroll as a Federal employee. NSF withholds FICA and provides reimbursement for fringe benefits. For Federal temporary appointments of more than one year, the usual civil service benefits (retirement, health and life insurance) are applicable. For IPA assignments, the individual remains an employee on the payroll of the institution and the institution continues to administer pay and benefits. NSF reimburses the institution for NSF's negotiated share of the costs. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified nonprofit organizations. For more information regarding Visiting Scientist appointments or IPA assignments, visit our website at <http://www.nsf.gov/jobs>.

DUTIES AND RESPONSIBILITIES: The incumbent, under direction of the Lead Program Director, supports intermittent and long-range strategic planning for the program; provides assistance in defining and refining program policies and procedures consistent with program mission and goals; provides administrative support for the application and merit review process and funding recommendations; prepares program materials including guidelines; responds to inquiries and trouble shoots the interpretation of program policies; prepares and maintains program data relating to accountability and trends in graduate education in S&E; and represents the Program, Division and Foundation within the scientific and education communities as well as with other NSF Divisions, other Federal agencies and organizations, academic and research institutions, and the public.

HOW TO APPLY: Applications may be transmitted electronically to rotator@nsf.gov. You may also submit a resume or any application of your choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Blvd., Arlington, VA 22230, Attn: E20040118-Rotator. In addition, you are encouraged to submit a narrative statement that addresses your background and/or experience related to the Program of your interest. 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). Telephone inquiries may be referred to Maria Sutton at (703) 292-4364. Technical inquires may be referred to Bianca Bernstein, Division Director, at (703) 292-8630. Hearing impaired individuals may call TDD (703) 292-8044.

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.

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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.)

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|---|---|
| 01 - Newspaper (specify) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) _____ | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) _____ | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 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