



## NATIONAL SCIENCE FOUNDATION

### ANNOUNCEMENT NUMBER S20040008-IPA DIRECTOR, DIVISION OF ENGINEERING EDUCATION AND CENTERS (EEC)

The National Science Foundation is seeking qualified candidates for the position of Director, Division of Engineering Education and Centers (EEC), Directorate for Engineering (ENG). In addition to seeking candidates who are interested in an appointment as a Senior Executive Service career basis (S20040008-C) or limited term basis (S20040008-LTD), NSF is also 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: S20040008-IPA  
4201 Wilson Boulevard, Room 315  
Arlington, VA 22230**

**The closing deadline for receipt of applications is December 23, 2003.**

**Applications may be transmitted electronically to [execsrch@nsf.gov](mailto:execsrch@nsf.gov), mailed or delivered to the following address:** National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20040008-IPA, 4201 Wilson Blvd., Arlington, VA 22230. The phone number for vacancy announcements coordinated by the Executive Personnel Staff is (703) 292-8755; hearing-impaired individuals should call TDD on 703-292-8044. Persons interested in the Senior Executive Service appointment options should request copies of announcements S20040008-C and S20040008-LTD for additional information and application instructions. Announcements may be accessed electronically under Vacancies on NSF's Homepage [www.nsf.gov/jobs](http://www.nsf.gov/jobs). Information on the NSF mission, structure, programs and operations may be found at [www.nsf.gov](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 Division Director of the Division of Engineering Education and Centers is a member of the ENG Directorate leadership team, and provides leadership and direction to the Division responsible for managing the Engineering Research Centers Program, the Industry University Cooperative Research Centers Program, the Engineering Education Program, and the Engineering Human Resource Program. The EEC Division Director provides leadership and guidance to division staff members, determines funding requirements, prepares and justifies budget estimates, balances program needs, allocates resources, oversees the evaluation of proposals and recommendations for awards and declinations, and fosters partnerships with other ENG Divisions and NSF research Directorates, federal agencies, national engineering and scientific societies and organizations, and the academic community.

### QUALIFICATIONS REQUIREMENTS EXECUTIVE/MANAGERIAL

#### Essential

- 1. Leading Change.** Demonstrated ability to develop and implement an organizational vision that integrates key national engineering, science, technology, and education goals. Includes understanding of the relative roles and relationships of Federal, academic and private organizations involved in the development and support of programs to improve the status of engineering, science, technology, and mathematics research and education. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization.

2. **Leading People.** Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff. Includes the knowledge and ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, promoting developmental opportunities for staff, fostering commitment and team spirit, and constructively resolving conflicts.
3. **Results-Driven Leadership.** Demonstrated knowledge and ability in planning, prioritizing, and coordinating large, complex programs in the areas of engineering education and centers. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to address and balance complex and diverse program requirements within available resources in response to major changing needs in engineering, science, technology, and mathematics education
4. **Business Acumen.** Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and to take advantage of new technologies to enhance the effectiveness of decision making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes.
5. **Building Coalitions/Communication.** Demonstrated ability to serve as the senior spokesperson for a major organization involved in the support of engineering, science and technology development initiatives, and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives with representatives of engineering, scientific and business communities and with representatives of state governments. Includes ability to interact constructively with Congress, Federal officials, representatives of professional organizations and the public.

### **PROFESSIONAL/TECHNICAL**

#### **Essential**

1. Advanced degree or a combination of education and equivalent experience in engineering which demonstrate extensive professional experience in the management of research and education activities that develop partnerships among and between Federal R&D agencies, state government, academe, and the private sector.
2. Knowledge of current capabilities and trends in national research and education funding, partnership development programs, and Federal-wide research and education initiatives.
3. Demonstrated knowledge of organizations working to diversify the engineering community through addressing major issues related to access, participation, and success of underrepresented groups.
4. Demonstrated experience in implementing education reforms to promote active learning, use of technology in the classroom environment or other methods to improve learning.

**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) _____  | 10 - Federal, State or local job information center                       |
| 02 - Contact with NSF Personnel Office<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact   | 12 - State employment office  |
| 04 - Science Magazine, or other professional journal or magazine<br>(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<br>(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**