



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20050063

OPEN: 04/11/05

CLOSE: 04/29/05

THIS POSITION WILL BE FILLED ON TEMPORARY BASIS NOT TO EXCEED 13 MONTHS. APPOINTMENT MAY BE EXTENDED FOR AN ADDITIONAL TWO YEARS

POSITION VACANT: SCIENCE ASSISTANT (INTERDISCIPLINARY) AD-401/1301/1550. Annual salary range from \$28,620 to \$68,209.

PROMOTION POTENTIAL: Not Applicable

LOCATION: Directorate for Biological Sciences, Office of the Assistant Director, Information and Automation Resources Unit, 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 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 position of Science Assistant is located in the Information and Automation Resources Unit in the Office of the Assistant Director for Biological Sciences. The BIO/IAR unit provides the expertise necessary to support the information and technology (IT) needs of the Directorate for Biological Sciences, enabling the staff to work toward achieving the Directorate's and Foundation's goals. The Unit supports the Directorate's responsibility for information management and standards, CLM/client server interface, as well as implementation of all aspects of e-government within BIO.

As a Science Assistant you will receive a variety of assignments designed to enable you to apply the principles, theories, and techniques of your scientific discipline and/or computer background to a selected range of problems, and/ or issues associated with work at the directorate, division, or program level. You will be responsible for handling the following aspects of IAR Operations:

- Serves as assistant BIO webmaster in the management of all information dissemination on BIO's websites.
- Develops and maintains a BIO internal website as a Knowledge center for staff.
- Applies scientific understanding in the development of various information and media dissemination, including reports, advisory committee minutes, special publications.
- Provide assistance to the Assistant Director/BIO in support of scientific advisory committee meetings, including but not limited to preparing Summary Minutes for AC approval and posting on the web.
- Participate in the BIO Image Library Working Group. In collaboration with other working group members, maintains a working library of scientific images available for use in publications, on the BIO web site, and in various reports. This also requires organizing the collection, ensuring appropriate use of key words, and ensuring appropriate documentation for public use of all digital images.
- Assist in managing the process for gaining programmatic and policy approval of all Directorate program information, including program announcements, bulletins, "dear colleague" letters, and special notices.
- Coordinate internal directorate communications with regard to development and implementation of new NSF Electronic business systems.
- Generate relevant scientific and/or administrative data from Foundation-wide databases.

QUALIFICATIONS REQUIRED:

Applicants must have a Baccalaureate degree in biological, physical, environmental, computer or related science. Excellent IT skills and some graduate education are desirable.

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 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 E20050063. 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 Myra Loyd on (703) 292-4363. Hearing impaired individuals may call TDD (703) 292-8044.

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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.)

- 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