



**National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230**

SRS 10-001

**Dear Colleague Letter: The Division of Science Resources Statistics (SRS),
Human Resources Statistics Program, Employment Opportunities for Senior
Science Resources Analyst**

DATE: August 16, 2010

The Division of Science Resources Statistics (SRS), Human Resources Statistics (HRS) program announces a nationwide search to fill a Senior Science Resources Analyst position.

Formal consideration of interested applicants will begin August 23, 2010. Consideration of incoming applications will continue until the position is filled.

SRS has as its prime objective the development of factual and analytical information on science and technology resources and is the principal source within the Federal Government for statistics related to these resources. HRS has responsibility in SRS for conducting surveys and special studies on human resources devoted to the Nation's science and technology enterprise. The program is responsible for developing plans to identify the needed information, and for processing and managing the surveys, studies and analyses from the planning and design stage through final analysis, publication and dissemination. HRS accomplishes its work through a combination of in-house performance and contractual arrangements.

The Senior Science Resources Analyst will have primary responsibilities for analytic projects addressing issues of relevance to science and engineering resources which often involve complex analyses and/or studies for which little or no previous work exists. The analyst will be responsible for all technical aspects of the project, including project design to address analytical problems or issues that cut across surveys conducted by HRS or other programs or agencies; identification of appropriate, statistical, analytical or economic techniques for addressing the problems or issues; specification of the research approach for the project; design of analyses and reports presenting project results; and delivery of products on schedule and within budget.

Applicants should possess at least a bachelor's degree, with substantial course work, in research methodology, statistics, economics or other social science disciplines, with specific expertise related to HRS surveys. Appointees are expected to have significant and relevant knowledge to incorporate current technical and subject-matter information in reports and other output so that science and engineering personnel data are analyzed in light of substantive and methodological literature. Appointees must be able to communicate the findings of analyses in clear, concise oral and written formats (including tables, charts, and graphics) to both the general public and to those with specialized knowledge in the area. Also expected is a working knowledge of and skills in personal computers or computer software such as SAS, Excel, and Word.

Candidates will be evaluated on the extent and quality of your experience, education, and research relevant to the duties of the position. We strongly encourage you to specifically address the Quality Ranking Factors below in your Statement of Interest.

QUALITY RANKING FACTORS

1. Demonstrated knowledge of principles, methods and techniques in disciplines such as research design, survey methodology, statistics, economics or other social science disciplines in order to plan, direct, and evaluate a statistical/analytic project from the planning and design stage to final analysis.
2. Demonstrated experience planning and designing/developing statistical or analytical projects. This also includes demonstrated experience in developing and maintaining time schedules and project management systems for large projects and the ability to manage multiple efforts simultaneously.

3. Demonstrated experience in analyzing survey data for publication in on-line databases and statistical or analytical reports for the general public, and in using oral and written communication skills to translate technical statistical material into language understandable to the public. This also includes demonstrated experience in preparing and giving speeches, presentations, or leading work group discussions with professional associations and organizations and academic institutions to support program and division activities.
4. Demonstrated experience in working with data users to understand their needs and how to best meet these needs. Demonstrated experience of successfully responding to expressed user needs for data and/or products. This includes an ability to develop and implement a data dissemination program for statistical data that provides timely data and understandable information to users in a timely fashion.
5. Subject matter experience in one or more of the following areas: science and engineering workforce; education of scientists and engineers; education statistics and surveys; and/or research on doctorate recipients.

Senior Science Resources Analyst positions recruited under this announcement may be filled under the following appointment option:

- **Intergovernmental Personnel Act (IPA) Assignment.** 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 NSF provides funding toward the assignee's salary and benefits.

Individuals interested in applying for a Senior Science Resources Analyst position should send a current CV and statement of interest to:

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