



National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230

EAR 11-001

Dear Colleague Letter: Division of Earth Sciences, for Associate / Program Director, Instrumentation & Facilities (IF) Program

Employment Opportunity--Dear Colleague Letter

Date: November 5, 2010

The Division of Earth Sciences (EAR) announces a nationwide search to fill the position of **Associate Program Director/Program Director** for the **Instrumentation & Facilities (IF) Program** using the Intergovernmental Personnel Assignment (IPA) Act, Rotational Program.

At the National Science Foundation (NSF), Associate Program Directors and Program Directors help administer specific research areas as well as research infrastructure and education programs. NSF program managers help solicit, receive, and review proposals, make funding recommendations, and administer awards. They are also responsible for interaction with other Federal Agencies, forming and guiding interagency collaborations, and for service to Foundation-wide activities.

NSF program managers bear the primary responsibility for carrying out the Foundation's overall mission to support innovative and merit-evaluated activities in fundamental research and education that contribute to the nation's technological strength, security and welfare. As an Associate/Program Director, you will play a key role in NSF's mission to support innovative and merit-reviewed activities in basic research and education. To fulfill these responsibilities in the IF Program requires a broad understanding of the infrastructure needs and opportunities in the Earth Sciences; a commitment to high standards; receptivity to a breadth of new ideas; and good judgment. Additional assets to the Program would be a demonstrated strength in geophysics, geodynamics, mineral physics, computational geosciences, geoinformatics, hydrologic sciences, and/or geobiology. In this process, you will get unique opportunities to influence, and help lead, the direction of research infrastructure investments in Earth sciences.

While at NSF, your development opportunities will include:

- Attendance at talks and distinguished lectures given by experts from all fields of inquiry from across the globe.
- Increasing your breadth of knowledge by reading and reviewing proposals that are not always situated squarely in your research area.
- Gaining intense learning experiences through serving with merit review panels.

Qualifications of a successful candidate include a PhD degree or equivalent in an earth science discipline, an established record of research and education in a field appropriate to the position, and managerial experience in academe, industry or government, plus **at least** four years (Associate Program Director) / six years (Program Director) of successful research and research administration. The position requires effective oral and written communication skills; familiarity with NSF/EAR programs and activities is highly desirable. The incumbent is expected to function effectively, both as an individual within the IF Program, and as a member of crosscutting and interdisciplinary teams in the Division of Earth Sciences and more broadly with other parts of NSF. The incumbent must also demonstrate a capability to work across government agencies to promote NSF activities and to leverage program funds through interagency collaborations and partnerships.

As an Associate Program Director/Program Director you will likely:

- Assist in implementing the proposal review and evaluation process for the Division, including regular solicited proposals as well as special focused solicitations (e.g., Geoinformatics, cross-NSF, interagency, or with international cooperation).
- Conduct scientific/technical analyses of proposals received in the IF program.

- Select individuals to provide objective reviews of proposals either as ad hoc experts or as members of a panel.
- Conduct programmatic reviews, determines funds availability, and evaluates similar or related projects, including internal and external liaison.
- Negotiate technical and financial revisions of proposals as required.
- Conduct final review and evaluations of proposals and recommend awards or declinations based on knowledge or resources availability, program goals, and peer reviewer comments.
- Evaluate projects, activities, and national multi-user facilities that are proposed or funded by conducting site visits and reviewing interim and final reports.
- Negotiate interagency agreements with other Federal agencies for transfer of funds to assist in the support of research, education, and research infrastructure.
- Assist within the IF Program, across the Division, with other agencies, international partners, and the science community, in the development of new research infrastructure initiatives and opportunities.
- Assist in the improvement and development of internal management systems for use in the IF Program.

The Associate/Program Director position recruited under this announcement may only be filled under the **Intergovernmental Personnel Assignment (IPA) Act**. 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 the negotiated funding toward the assignee's salary and benefits. Initial assignments under IPA provisions may be made for a period up to two years, with a possible extension for up to an additional two-year period by mutual agreement.

Formal consideration of interested applicants will begin **January 3, 2011** and will continue until selection is made. Individuals interested in applying for this position should send a current CV and letter of recommendation to:

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