



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

DGE 12-002

Dear Colleague Letter - Division of Graduate Education (DGE) - Employment Opportunities for Program Directors

DATE: September 19, 2012

The NSF Division of Graduate Education (DGE) announces a nationwide search for individuals to serve as Program Directors. Formal consideration of interested applicants responding to this announcement will begin **January 15, 2013** and will continue until the positions are filled. The rotational assignment will be made for one year, and may be extended for additional years by mutual agreement.

NSF's rotational positions become available throughout the year. It is anticipated that respondents to this announcement will start in the Summer/Fall 2013 timeframe. Therefore, interested individuals may apply after the initial consideration date of January 15, 2013, but are encouraged to first contact the Division (contact information below) about the availability of positions.

Applicants are encouraged to visit the NSF website at <http://www.nsf.gov> to find information about NSF, the Directorate of Education and Human Resources, DGE, and the two programs currently managed by DGE: **Graduate Research Fellowship Program** and the **Integrative Graduate Education and Research Traineeship Program**. Selected individuals will have primary responsibilities in one of these programs, but will also participate in other efforts to advance NSF's goals in graduate education.

NSF Program Directors have the primary responsibility for carrying out the Agency's overall mission. Discharging this responsibility requires a commitment to high standards, breadth of knowledge and interest, receptivity to new ideas, a strong sense of fairness, good judgment, and a high degree of personal integrity. DGE has a leadership responsibility in NSF in the development of programs that promote innovations and build the knowledge base to inform improvements in graduate education in science and engineering.

Qualification requirements include a Ph.D. or equivalent professional experience in the relevant discipline, plus six or more years of successful research in graduate education, research administration and/or substantial managerial experience in academe, industry, or government. Also desirable are candidates who are highly knowledgeable in the field of graduate education, participate actively in the science and engineering community, have strong teamwork and collaborative skills, excellent oral and written communication skills, and effective spokespersons in the science and engineering community. Selectees are expected to function effectively both within specific programs and in teams, contributing to and coordinating with organizations in the Directorate, across the Foundation, and with other Federal and State government agencies and private-sector organizations, as necessary.

Program Director positions recruited under this announcement will be filled under the following rotational program:

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. 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. The

individual remains an employee of the home institution and NSF provides the negotiated funding toward the assignee's salary and benefits. Initial IPA assignments are made for a one-year period and may be extended by mutual agreement.

For additional information on NSF's rotational programs, please see "Programs for Scientists, Engineers and Educators" on the NSF website at http://www.nsf.gov/about/career_opps/rotators/index.jsp.

Applicants should send a copy of their CV and a cover letter explaining the reasons they are interested in the position. This letter should describe how their experiences fit with the position of program officer in DGE (referencing the CV), why this position would be of mutual benefit to NSF and to their institutions, and how they foresee this assignment benefiting their careers. Application materials and questions should be sent to the Division of Graduate Education via email to EHRDGE@NSF.gov with "Program Officer Position" in the subject line. Applications may also be sent to:

Division of Graduate Education
National Science Foundation
4201 Wilson Boulevard, Suite 875
Arlington, Virginia 22230
Phone: (703) 292-8630

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