



**NATIONAL SCIENCE FOUNDATION  
2415 EISENHOWER AVENUE  
ALEXANDRIA, VIRGINIA 22314**

**HRD 17-001**

## **Dear Colleague Letter: Division Human Resource Development (HRD) Directorate for Education and Human Resources (EHR) Employment Opportunity**

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December 5, 2017

Dear Colleagues:

The Division of Human Resource Development (HRD) at the National Science Foundation announces a nationwide search for a rotator program director who will work with HRD programs. Formal consideration of applications will begin mid-December. HRD serves as a focal point for NSF's agency-wide commitment to enhancing the quality and excellence of science, technology, engineering, and mathematics (STEM) education and research through broadening participation of historically underrepresented groups - minorities, women, and persons with disabilities. Programs within HRD have a strong focus on partnerships and collaborations to maximize the preparation of a well-trained scientific and instructional workforce for the new millennium.

NSF program directors bear the primary responsibility for carrying out the Agency's overall mission - to support innovative and merit-reviewed projects in basic research and education that contribute to the nation's technical strength, security and welfare. Discharging this responsibility requires knowledge in the appropriate STEM and education fields, a commitment to high standards, a considerable breadth of interest in and receptivity to innovative ideas, a strong sense of fairness, good judgment, and a high degree of personal integrity. HRD is interested in an individual who has the ability to work with diverse group of individuals; has expertise in one of the STEM disciplines or in STEM education; knowledge of and experience with promoting diversity and broadening participation of underrepresented groups in academic STEM, and in institutional capacity building. The successful candidate will have the ability to provide leadership across NSF and in the external scientific community, and will work with HRD programs that promote understanding of challenges and issues faced by groups underrepresented in STEM, particularly advancement of women in academe and participation and retention of underrepresented students at Minority-Serving Institutions, in particular Hispanic-Serving Institutions.

Candidates must have a Ph.D. in a STEM discipline or STEM education supported by NSF, plus, after award of the Ph.D., six or more years of successful research, research administration, and/or managerial experience pertinent to the position.

Ideal candidates must have significant experience in teaching and research at the undergraduate or graduate level, or in a community college environment. Significant expertise in the HRD focus area of broadening participation is preferred. The individual must have academic and practical knowledge of interventions that support retention and graduation of undergraduate STEM students at minority-serving institutions of higher education, in particular those who are enrolled at 2-year and 4-year Hispanic-serving institutions of higher education (HSIs). In addition, a strong knowledge of institutional culture and climate that promote advancement of women in academe is highly desirable.

The individual selected must be able to interact on a peer basis with senior scientific and managerial personnel throughout NSF, other Federal agencies, academia, university-level administrators and the private sector. It is expected that the individual in this position will be able to do outreach activities to various institutions that HRD supports. The individual is expected to provide technical assistance to potential principal investigators at HRD institutions so they can submit more competitive proposals, particularly in broadening participation, institutional capacity building, and research.

Knowledge of the general scientific community, excellent interpersonal skills and strong written and oral communication skills are also desirable. All assignees are expected to function effectively both within specific programs and as part of a team, contributing to and coordinating with offices throughout the Foundation and with other Federal and state government agencies and private-sector organizations.

The position will be filled as:

**Intergovernmental Personnel Act (IPA):** 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 more information regarding an IPA assignment, visit our website.

For additional information on NSF's rotational programs, please visit:  
<https://www.nsf.gov/careers/rotator/>.

Applications will be accepted from U.S. Citizens. Recent changes in Federal Appropriations Law require Non-Citizens to meet certain eligibility criteria to be considered. Therefore, Non-Citizens must certify eligibility by signing and attaching this [Citizen Affidavit](#) to their application. This also applies to individuals considered for Intergovernmental Personnel Act (IPA) assignments to NSF. Non-citizens who do not provide the affidavit at the time of application will not be considered eligible.

## **HOW TO APPLY**

Applicants should provide a cover letter with HRD-IPA in the subject line of the email. Please submit a current CV and statement of interest to [hrdrecruit@nsf.gov](mailto:hrdrecruit@nsf.gov). For more information about this opening, you may send an inquiry to or contact Dr. Jermelina Tupas at [jtupas@nsf.gov](mailto:jtupas@nsf.gov).

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