



NATIONAL SCIENCE FOUNDATION
2415 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22314

HRD 18-001

Detail Opportunity: Acting Deputy Division Director, Directorate for Education and Human Resources (EHR), Division of Human Resources Development (HRD) (Closes: 2/20/2018)

February 7, 2018

The Directorate of Education and Human Resources (EHR) is offering a detail opportunity to serve as the Acting Deputy Division Director, Division of Human Resources Development (HRD). **This detail is open to all qualified NSF employees and rotator staff. The detail will not exceed 240 days in 120-day increments.** For purposes of pay and benefits, the selectee will continue to encumber the position from which detailed. The individual selected will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (OGE-278) in accordance with the Ethics in Government Act of 1978 **at the beginning and completion of the detail assignment.**

DUTIES

The Acting Deputy Division Director will participate with the Division Director in providing leadership and direction to HRD. The incumbent will provide advice and support to the Division Director in carrying out Division-wide responsibilities such as strategic planning and management, performance appraisals, budget preparation for submission to Congress, staff recruitment and supervision, and will oversee the day-to-day operations of the Division including, development of overall goals and objectives in planning and direction of activities, coordination of special projects, and act in the capacity of the Division Director when absent from the NSF.

QUALIFICATIONS

Professional/Technical Requirements:

- Ph.D. or a combination of education and equivalent professional experience in Science, Technology, Engineering or Mathematics (STEM) and/or STEM Education.
- Recognized professional standing in the STEM and/or STEM education communities, as evidenced by a sustained record of scholarship and/or professional and leadership activities.
- Knowledge of trends, issues, current research and best practices concerning persistent and

emerging issues on broadening participation in STEM.

- Demonstrated knowledge of universities and other academic institutions of higher education where STEM research and/or education are conducted. Knowledge of grants and contracts, fiscal management, and budget preparation involving research or education support activities.

EVALUATION

Your application will be evaluated on the extent and quality of your experience relevant to the duties of the position. We encourage you to specifically address the Quality Ranking Factors below:

- Leading Change
- Leading People
- Results Driven
- Business Acumen
- Building Coalition

HOW TO APPLY

Interested applicants should submit a resume and are encouraged to include a narrative statement addressing his/her background in terms of the qualification requirements and the quality ranking factors above. Applications must be received by 11:59 P.M. on the closing date. Applications may be submitted electronically to execsrch@nsf.gov or delivered to: Division of Human Resource Management, Executive Services Branch, 15th Floor.

CONTACT INFORMATION

Kawana Bishop
Telephone: (703) 292-5177
E-mail: kabishop@nsf.gov