



National Science Foundation

Rotational Vacancies

**DIRECTORATE FOR EDUCATION AND HUMAN RESOURCES
DIVISION OF ELEMENTARY, SECONDARY AND INFORMAL EDUCATION
ARLINGTON, VA 22230**

ANNOUNCEMENT NUMBER: E20050010-Rotator **OPEN:** 10/25/2004 **CLOSE:** 12/22/2004

POSITION WILL BE FILLED ON A ONE- OR TWO-YEAR VISITING SCIENTIST APPOINTMENT OR FEDERAL TEMPORARY APPOINTMENT.

This vacancy announcement may close 14 days from opening date without notice. Consideration of applications will be considered as soon as received.

RELOCATION: Relocation expenses may be paid.

The National Science Foundation (NSF) is seeking qualified candidates to fill the position of Program Director for the Science Literacy Section, Informal Science Education (ISE) program within the Division of Elementary, Secondary and Informal Education (ESIE), Directorate for Education and Human Resources.

The ISE program invests in projects that develop and implement informal learning experiences designed to increase interest, engagement, and understanding of science, technology, engineering, and mathematics (STEM) by people of all ages and backgrounds, as well as projects that advance the theory and practice of informal science education. ISE projects reach informal learners from young children to older adults in museums, theaters, community centers, and many other settings, including outdoor environments and in homes. ISE projects employ such means as permanent and traveling exhibitions, large-format films; television and radio series; web-based activities; citizen science projects; and youth and community programs. ISE also supports projects that target professionals through research studies, conferences, formation of networks, and professional development to strengthen the infrastructure for informal science learning by the public. Additional information about the ISE program can be found at: www.ehr.nsf.gov/esie/ise.htm.

Overall, ESIE supports NSF's mission of providing leadership and promoting development of the infrastructure and resources needed to improve preK-12 and informal STEM education throughout the United States. Additional information about ESIE and its programs can be found at <http://www.ehr.nsf.gov/esie/>.

This position will be filled on a one- or two-year Visiting Scientist Appointment or Federal Temporary Appointment. Either of these appointments will be made under the Excepted Authority of the NSF Act. For temporary appointments of more than one year, the usual civil service benefits (retirement, health and life insurance) are applicable. For Visiting Scientist appointments, individuals are in a non-pay leave status from the home institution and are appointed to NSF's payroll as a Federal employee. NSF withholds Social Security and provides reimbursement for fringe benefits.

STATEMENT OF DUTIES: The Program Director is responsible for implementing the merit review process, including selection of reviewers, panel management, award negotiation, budget reconciliation, and recommendation of awards and declinations. The incumbent manages on-going grants, contracts, and interagency and cooperative agreements (as appropriate) to ensure fulfillment of commitments to NSF, as well as monitors progress of awards through review and evaluation of reports and publications submitted by awardees and/or through information obtained from meetings and during site visits. In coordination with management and other professional staff, the incumbent works on developing and refining program goals, strategies, and timelines; developing and implementing program objectives; recommending new initiatives; further developing a portfolio of projects; and assisting in design of program evaluation efforts. The Program Director recommends new or revised policies and plans in scientific, fiscal, and administrative matters to improve the activities and management of assigned programs.

QUALIFICATIONS REQUIRED: Applicants must have a Ph.D. or equivalent experience in science, technology, engineering, mathematics (STEM) disciplines and/or STEM education, plus six or more years of successful research, research administration, and/or managerial experience beyond the Ph.D. that is pertinent to the position. **This position requires extensive knowledge and experience with understanding of informal science education applied to public audiences. This particular vacancy also requires experience in the development and management of interactive education exhibitions.**

HOW TO APPLY: Applications may be transmitted electronically to rotator@nsf.gov. Individuals may also submit a resume or any application of your choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Blvd., Arlington, VA 22230, Attn: E20050010-Rotator. In addition, applicants are encouraged to submit a narrative statement that addresses relevant background and/or experience related to the position. Submission of the attached Applicant Survey form is encouraged. Submission of this form, however, is voluntary and will not affect your application for employment (the information is used for statistical purposes). Telephone inquiries may be referred to Maria Sutton, at (703) 292-4364. For program information, contact Dr. David Ucko at (703) 292-5126 or ducko@nsf.gov. Hearing impaired individuals may call TDD (703) 292-8044. Announcements may be accessed electronically on the World Wide Web at <http://www.nsf.gov/jobs>.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If reasonable accommodation for any part of the application and hiring process is needed, please notify the point of contact listed on this vacancy announcement.

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- 01 - Newspaper (specify) _____
- 02 - Contact with NSF Personnel Office (Agency Bulletin Board or other Announcement)
- 03 - NSF-initiated personal contact
- 04 - Science Magazine, or other professional journal or magazine (specify) _____
- 05 - Affirmative Action Register
- 06 - Attendance at conference, meeting or job fair (specify) _____
- 07 - NSF recruitment at school or college
- 08 - Colleague referral
- 09 - NSF Bulletin
- 10 - Federal, State or local job information center
- 11 - State vocational rehabilitation agency or Veterans Administration
- 12 - State employment office
- 13 - School or college counselor or other official
- 14 - Private job Information service
- 15 - Private employment service
- 16 - Friend or relative working at NSF
- 17 - Friend or relative not working at NSF
- 18 - NSF website
- 19 - Internet or other website
- 20 - Other (specify) _____

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide information on your disability status by circling the appropriate category below:

- 1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
- 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER