

**Office of the Assistant Director**

**Directorate for Education and Human Resources**

**National Science Foundation**

### MEMORANDUM

DATE: December 7, 2016

TITLE: Division Director, Division of Research on Learning in Formal and Informal Settings

Employment Opportunity – Dear Colleague Letter

Dear Colleague:

The Directorate for Education and Human Resources announces a nationwide search to fill the position of Division Director, Division of Research on Learning in Formal and Informal Settings (DRL) in the Directorate for Education and Human Resources (EHR). The mission of EHR is to provide the research and development foundation to develop a diverse science, technology, engineering, and mathematics (STEM)-literate public and a workforce ready to advance the frontiers of science and engineering for society. To support this mission, the DRL embraces a comprehensive approach to strengthening STEM education by investing in innovative research, development, and evaluation of learning and teaching across all STEM disciplines with the goal of transforming knowledge and practices in both formal and informal learning settings. DRL’s role in the larger context of Federal support for education research and evaluation is to be a catalyst for change; advancing theory, method, measurement, development and application in STEM education.

The Division Director has managerial and oversight responsibilities for organizational goals and objectives by building teams and coalitions for the effective use of division staff expertise and resources within EHR and across NSF.  This includes leading the activities of the Division of Research on Learning in Formal and Informal Settings, assessing emerging needs and trends in STEM learning in formal and informal environments, developing breakthrough opportunities, implementing overall strategic planning, and policy direction.  He or she will supervise, and provide leadership for, senior executive-level DRL staff, scientific staff, and administrative professional personnel.  The DRL division director is a key member of the senior leadership team of the EHR Directorate and works collaboratively with counterparts across NSF’s directorates for the improvement of STEM education. Additional responsibilities include: (a) overseeing the management of the DRL funding portfolio, (b) preparing and justifying budget estimates to support EHR plans and vision, (c) understanding the DRL funding portfolio and its impacts on STEM education, and (d) overseeing the evaluation of proposals and recommendations for awards and declinations. Also, the DRL division director represents NSF nationally on issues regarding undergraduate STEM education and is key in fostering partnerships with other divisions, directorates, Federal agencies, the academic higher education community, and scientific and educational organizations in the US and internationally.

The successful candidate will possess a strong record of achievement and leadership in academe, government, or not-for-profit research and education endeavors directed at the understanding and improvement of STEM learning in formal and informal settings for people of all ages. Ideally he/she will have academic depth and experience in a STEM discipline. He/she must have experience at the national level and at the university or institutional level in studying and/or shaping innovations for improvement of STEM learning in formal and informal environments. In addition to having a strong record of research and education accomplishments, the Division Director must be experienced and competent in technical, financial, and administrative management. He/she must work well with people from all administrative and programmatic areas, be an effective communicator, have excellent team-building skills, and act as a mentor to continuously develop the diversity of talents and skills of his or her colleagues at all levels. The Directorate seeks an individual with administrative and managerial experience at the level of department chair or equivalent, with demonstrated success in team-building and supporting professional growth of staff.

The qualification requirements of the position are listed below:

**Executive/Managerial Requirements**

1. *Leading Change*. Demonstrated ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Includes the ability to establish an organizational vision and to implement it in a continuously changing environment.
2. *Leading People*. Demonstrated ability to lead people toward meeting the organization’s vision, mission, and goals. Includes the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. *Results-Driven Leadership*. Demonstrated ability to meet organizational goals and customer expectations. Includes the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
4. *Business Acumen*. Demonstrated ability to manage human, financial, and information resources strategically.
5. *Building Coalitions*. Demonstrated ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

**Professional/Technical Requirements**

1. Ph.D. or a combination of education and equivalent professional experience, in science, technology, engineering or mathematics (STEM) education research, cognitive science, other STEM disciplines and/or STEM learning in formal and informal environments.
2. Recognized professional standing in STEM education and/or a STEM community, as evidenced by a sustained record of research and professional leadership activities.
3. Demonstrated knowledge of universities and other institutions where STEM research and/or education research are conducted. Knowledge of grants, fiscal management, and budget preparation involved in research and/or education support activities.
4. Skill in building on and growing the expertise and knowledge of researchers and educators in multiple disciplines to develop and implement approaches and programs that address important crosscutting challenges in STEM education.
5. Knowledge of education policy issues at the Federal and/or state level as they relate to trends and issues in research and evaluation of STEM learning.

Appointment to this Senior Executive Service position may be on a career basis or on a one- to three-year limited-term basis, with a salary range of $160,300 to $179,800. Alternatively, the incumbent may be assigned to the position under Intergovernmental Personnel Act (IPA) provisions. Information about the IPA program is described below.

**Intergovernmental Personnel Act (IPA) Assignment**: 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 of up to two years, with a possible extension for up to an additional two-year period. As an IPA, the individual remains an employee of the home institution, and NSF provides funding toward the assignee’s salary and benefits. Further information regarding IPA positions is available at <http://www.nsf.gov/about/career_opps/rotators/ipa.jsp>.

**Application Instructions:** You may view the vacancy announcement (DRL-2017-0005) for this position at **USAJOBS:** [**https://www.usajobs.gov/GetJob/ViewDetails/458843800**](https://www.usajobs.gov/GetJob/ViewDetails/458843800)**.** The position is scheduled to close on January 18, 2017. Please submit a current CV accompanied by a cover letter or supplemental statement that addresses the qualification requirements of the position. Be sure to reference the job announcement number: DRL-2017-0005. Applications should be transmitted electronically to [execsrch@nsf.gov](mailto:execsrch@nsf.gov)or mailed or delivered to the following address:

National Science Foundation  
Executive Personnel and Visiting Personnel Branch   
Division of Human Resource Management  
4201 Wilson Boulevard Room 315

Arlington, VA 22230

ATTN: Sandra De Leon

General inquiries should be directed to Dr. Keith Sverdrup at [KSVERDRU@nsf.gov](mailto:KSVERDRU@nsf.gov).

**NSF is an equal opportunity employer committed to employing a highly qualified**

**staff that reflects the diversity of our nation.**