



## NATIONAL SCIENCE FOUNDATION

### ANNOUNCEMENT NUMBER E20040012-IPA CURRICULUM DESIGNER – NSF ACADEMY OFFICE OF INFORMATION AND RESOURCE MANAGEMENT

#### **THIS POSITION WILL BE FILLED UNDER THE TERMS OF THE INTERGOVERNMENTAL PERSONNEL ACT (IPA)**

The National Science Foundation is seeking qualified candidates for the position of Curriculum Designer in the NSF Academy within the Office of Information and Resource Management and inviting individuals who might be interested in an Intergovernmental Personnel Act (IPA) assignment to submit an application. A statement of duties of the position and qualification requirements is included below.

The NSF Academy serves as the hub of learning activities for NSF staff. Formally established in October 2002, NSF's Academy focuses on creation of a continuous learning environment that enables cultivation of world-class staff. In pursuit of this goal, the Academy provides a variety of educational venues that support NSF's vision, mission, and goals. It also offers education and training programs that enable staff to grow professionally and learn new job skills. The Academy is currently expanding its learning and development activities and creating new opportunities to enhance the strategic alignment of program offerings and to support NSF staff in advancing the frontiers of science and engineering research and education.

Initial assignments under the IPA mechanism may be made for a period of up to two years. 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. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution. **Individuals interested in an IPA assignment should submit curriculum vitae or Federal application form and a letter referencing qualifications to the following address:**

**National Science Foundation  
Division of Human Resource Management  
Executive & Visiting Personnel Branch  
ATTN: E20040012-IPA  
4201 Wilson Boulevard, Room 315  
Arlington, VA 22230**

**The closing deadline for receipt of applications is December 29, 2003.**

**Applications may also be transmitted electronically to [rotator@nsf.gov](mailto:rotator@nsf.gov).** The phone number for vacancy announcements coordinated by the Executive and Visiting Personnel Staff is (703) 292-8755; hearing-impaired individuals should call TDD on 703-292-8044. This announcement may be accessed electronically under Vacancies on NSF's Homepage [www.nsf.gov/jobs](http://www.nsf.gov/jobs). Information on the NSF mission, structure, programs and operations may be found at [www.nsf.gov](http://www.nsf.gov). The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact located on this vacancy announcement.

**STATEMENT OF DUTIES:** As Curriculum Designer, contributes professional expertise and assistance in designing curricula and developing career roadmaps to enhance the strategic alignment of NSF's learning portfolio. Interacts with Academy staff and other cross-functional teams to research, design, develop, implement and manage activities that support the Academy's ongoing and emerging responsibilities. Areas of growth are expected to focus on e-business multimedia tutorials, blended learning portfolios, employee orientation, and career development activities. Develops program portfolios that support the learning needs of specific NSF job families, particularly needs related to core, technical and leadership competencies. Considers various delivery methods and attention to audience, course content, technology, and organization structure and culture in all educational efforts. On occasion, may conduct training sessions and manage contract support.

**QUALIFICATIONS REQUIRED:** Applicants must possess an earned Masters or Ph.D. degree from a regionally accredited institution, or equivalent experience in adult instructional systems relevant to the duties listed above. In addition, two to four years of successful research, teaching/education or project management experience with adult learners are required. Must have recent (last five years) successful experience with adult learners and adult-learning programs in a college/university, business, non-profit, or government setting. Other required qualifications include excellent oral and written communication skills, experience with Microsoft Office Suite and computer-based systems for program management, proven experience in working collaboratively with cross functional teams, and the ability to achieve results both as an independent project leader and as part of a team. Experience in design, implementation, and evaluation in a corporate environment is desired but not required. A broad understanding of science/engineering fields or experience in such an organization is desired, but not required.

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

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**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**