



**Office of the Assistant Director
Directorate for STEM Education
U.S. National Science Foundation**

DATE: June 17, 2024

TITLE: Division Director, Division of Undergraduate Education
Employment Opportunity – Dear Colleague Letter

Dear Colleague:

The National Science Foundation’s Directorate for STEM Education (EDU) announces a nationwide search to fill its Division Director (DD) position in the Division of Undergraduate Education (DUE). The mission of EDU entails supporting 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. DUE is a focal point for NSF’s approach to strengthening STEM undergraduate education by investing in research, development, institutional capacity building and change, and financial and co-curricular support to students at two- and four-year colleges and universities. By attracting diverse learners to and retaining them in STEM fields and enhancing their education and workforce preparation by improving curricula, instruction, learning environments, research experiences, and assessment, DUE investments support the preparation of an expert STEM and STEM-capable workforce and public. The next DD for DUE must bring a vision for the future of undergraduate STEM education and STEM education research, including how technological advances will influence and shape learning environments and academic and career pathways in STEM, how research in undergraduate learning and teaching will address both persistent challenges and the future of undergraduate STEM education, and how to build capacity for the research necessary to propel undergraduate STEM education into the future.

The DUE DD has managerial and oversight responsibilities for effectively using Division staff and resources and for building teams and coalitions to meet organizational goals and objectives, including leading the activities of DUE, assessing the needs and trends, developing breakthrough opportunities, implementing overall strategic planning, and setting policy. The person will also supervise and guide senior executive-level DUE staff, program officers, and administrative and support personnel. Additional responsibilities entail overseeing the management of the DUE funding portfolio, supervising/determining funding requirements, preparing and justifying budget estimates, balancing program needs, allocating resources, overseeing the evaluation of proposals and recommendations for awards and declinations, and representing NSF with relevant external groups. Generally speaking, the DUE DD fosters and sustains important public and private partnerships with other NSF divisions,

directorates, Federal agencies, scientific and educational organizations, businesses, and higher education institutions to advance EDU's vision and mission.

The successful candidate will possess a strong record of achievement and leadership in academe, government, and/or not-for-profit research and education endeavors, ideally reflecting academic depth and strong leadership experience in a STEM discipline. Additional desirable characteristics include one or more of the following: experience at the national level and at the university or institutional level in studying and/or shaping innovations for the improvement of STEM education; evidence of scholarship and research directed at understanding and advancing STEM learning and education; and/or documented administrative and managerial experience at the level of a department chair or equivalent. In addition to having a strong record of research and education accomplishments, the DUE DD must be experienced and competent in technical, financial, and administrative management. The candidate must work well with people from all administrative and programmatic areas, be an effective communicator (both written and spoken), have excellent team-building skills, and act as a mentor to continuously develop the diversity of talents and abilities of colleagues at all levels. Finally, EDU seeks an individual with strong change management skills and demonstrated knowledge and proficiency in supporting the professional growth of staff.

The qualification requirements for 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. This includes the ability to establish an organizational vision and 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 making 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

Essential

1. Recognized professional standing in the STEM and/or STEM education communities, as evidenced by a sustained record of research and professional leadership activities, some of which should focus on undergraduate STEM education.
2. Demonstrated knowledge of trends, issues, current research and evidence-based practices in undergraduate STEM education, including current efforts in a variety of STEM disciplines to

strengthen and transform undergraduate education and to promote inclusion and diversity, and the impacts and outcomes of particular approaches.

3. 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 cross-cutting challenges in undergraduate STEM education.

Desired

1. Education, strongly preferred at the Ph.D. level, or equivalent professional experience, or a combination of education and equivalent professional experience in science, technology, engineering or mathematics (STEM) and/or STEM education. Professional experience should include leading or managing programs or projects focused on undergraduate STEM education.

Approved by

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 \$193,819 to \$216,470. 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 announcements (EDU-EXEC-2024-0001-SES and SES Limited Term and EDU-EXEC-2024-0002 - IPA) for this position at:

<https://www.usajobs.gov/job/796105900> - SES, SES Limited Term

<https://www.usajobs.gov/job/796107000> – IPA

The position is scheduled to close on September 17, 2024.

General inquiries should be directed to due-dd-search@nsf.gov.

NSF is an equal-opportunity employer committed to employing a highly qualified staff that reflects the diversity of our nation.