



**Office of the Assistant Director
Directorate for Education and Human Resources
National Science Foundation**

March 27, 2020

TITLE: Open Position: Division Director, Division of Undergraduate Education

Dear Colleague:

The Directorate for Education and Human Resources announces a nationwide search to fill the position of Division Director, Division of Undergraduate Education (DUE) in the Directorate for Education and Human Resources (EHR). The mission of EHR is to provide the research 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, DUE embraces a comprehensive 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 Director of the Division of Undergraduate Education 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, 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 successful candidate will have 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 Undergraduate Education, assessing emerging needs and trends in undergraduate education, developing breakthrough opportunities, implementing overall strategic planning, and policy setting. She or he will supervise and provide leadership to senior executive-level DUE staff, program officers, and administrative and support personnel. The DUE 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 undergraduate STEM education. Additional responsibilities include: (a) overseeing the management of the DUE funding portfolio, (b) preparing and justifying budget estimates to support EHR plans and vision, (c) understanding the DUE funding portfolio and its impacts on undergraduate STEM education, and overseeing the evaluation of proposals and recommendations for awards and declinations. Importantly, the DUE 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 U.S. and internationally.

The successful candidate will possess a highly accomplished record of achievement and leadership in academe, or government or not-for-profit research and education endeavors directed at the enhancement of undergraduate STEM education. It is most desirable that she or he have experience in successfully studying and shaping innovations for improvement of undergraduate education in higher education with impact at the national level. In addition to having a strong record of research and education accomplishments, the Division Director must be experienced and competent in personnel, technical, financial, and administrative management. He or 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 experience at the level of at least 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. This 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. This 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. This 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. 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), STEM education, and/or STEM education research. Professional experience should include leading or managing programs or projects focused on undergraduate STEM education.
2. Recognized professional standing in the STEM, STEM education, and/or STEM education research communities, as evidenced by a sustained record of research and professional leadership activities. some of which should focus on undergraduate STEM education.

3. 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.
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 undergraduate STEM education.

Appointment to this Senior Executive Service position may be on career basis, or on a one- to three-year limited-term basis, with a salary range of \$172,508 to \$191,800. 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 must apply online via the Office of Personnel Management (OPM) USAJOBS website. You can access the announcement via the following link: <https://www.usajobs.gov/GetJob/ViewDetails/562008900>. Your application and supporting documentation must be received by 11:59pm EST on the closing date of the announcement.

General inquiries, questions about the position, and nominations, including self-nominations, may be directed to the search committee via this email address: EHR-DUE-DD-Search@nsf.gov.

Members of the search group include:

- Dr. James Spillane, Northwestern University (Chair)
- Dr. Stephanie G. Adams, University of Texas at Dallas
- Dr. Chris Rasmussen, San Diego State University
- Dr. Marcy Towns, Purdue University

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