

## Biologist, GS-0401-07/09/11 (Recent Graduate)

National Science Foundation

### Overview

- **Open & closing dates**

08/07/2018 to 09/11/2018... time's up for this specific posting, but others like it open regularly!

- **Pay scale & grade**

GS 07 - 11

- **Salary**

\$45,972 to \$88,450 per year

- **Appointment type**

Permanent - Permanent.

- **Work schedule**

Full-Time - Full-time.

### Location

- **Alexandria, VA**

### Duties

#### Summary

This position is in the Directorate for Biological Sciences which provides support for research to advance understanding of the underlying principles & mechanisms governing life. Research studies range across progressively more complex systems & scales encompassing the structure & dynamics of biological molecules, cells, tissues, organs, organisms, populations, communities, & ecosystems up to & including the global biosphere. To learn more visit: [The Directorate for Biological Sciences](#).

## [Learn more about this agency](#)

### Responsibilities

The incumbent serves in a developmental capacity with responsibilities for the scientific and analytical support to the Directorate on end-to-end merit review and award management and oversight processes. Specifically:

#### PROGRAM ANALYSIS AND REPORTING:

Serves as an analytical resource for scientific attributes of the Directorate portfolio and answers questions about how to access critical program data and analytical information. Develops, maintains, and updates program databases, (e.g., reviewer database, outreach/site visit database, facilities database), including the assignment of scientific attributes, such as expertise of the reviewers and outcomes of outreach and site visits.

Gathers raw data from multiple scientific sources, such as literature databases and scientific databases in order to design queries; and analyzes and presents findings to management for analysis of scientific and infrastructure trends and business process improvement.

Prepares analytical, comparative and statistical reports of program activities and scientific accomplishments in biological and related sciences, including analysis and reporting of scientific impacts of the Directorate investments.

Conducts program analysis of the different areas of biosciences supported by the Directorate. Drafts routine analyses, reports and presentations for other staff review and use.

#### MERIT REVIEW:

Works with other staff to organize and oversee the proposal review process and on the classification of scientific areas in each portfolio.

Responds to routine or complex inquiries from principal investigators/reviewers related to programmatic issues requiring professional scientific knowledge and judgment about research policy.

Manages technical preparation for Advisory Committee and Committee of Visitors meetings (e.g., data collection, data analysis, preparation of portfolio analyses in scientific areas of strategic importance).

#### OUTREACH AND COORDINATION:

Identifies outreach needs from the research community and works with other staff to develop outreach plans, and interfaces with other Divisions/Directorates to plan and coordinate outreach/site visit activities.

Oversees the coordination of logistical support for outreach activities and workshops; and drafts technical materials related to NSF supported research activities for presentations, tutorials, workshops, training, and poster sessions.

May represent NSF by staffing booths at workshops and conferences, answering questions and providing information.

#### **BUSINESS PROCESS MANAGEMENT:**

Works collaboratively with other team members to restructure work process, standardize procedures, and implement changes for organizations supported.

Evaluates the effectiveness of administrative procedures and the consistency of their contributions to the accomplishment of organization/program goals and objectives.

#### **PROJECT MANAGEMENT:**

Plans, develops, coordinates, organizes, implements, communicates, and tracks project plans, guidelines, procedures and timetables, including recommending changes in policy and management activities for these projects.

Performs management studies to evaluate and measure the progress and success of projects assigned to identify and recommend ways to improve the effectiveness and efficiency of cross-directorate programs and activities.

Collects pertinent statistical data and narrative information from a variety of sources within and outside NSF.

Participates in management meetings held to make decisions with regard to modifying or initiating programs or projects.