

INTERNAL POSITION ANNOUNCEMENT
Nevada System of Higher Education (NSHE)
Nevada NASA EPSCoR and Space Grant Consortium Project Director

Title: Nevada NASA EPSCoR and Space Grant Consortium Project Director

Job Description:

The Project Director plays a vitally important role to plan and implement National Aeronautics and Space Administration (NASA) Established Program to Stimulate Competitive Research (EPSCoR) and NASA Space Grant programs in Nevada. This position leads the multi-year NASA EPSCoR Research Cooperative Agreement Notice (CAN), Research Infrastructure Development (RID), Rapid Response Research (RRR), potential other NASA EPSCoR Programs (International Space Station and Sub-Orbital solicitations) and NASA Space Grant projects. This position requires leadership in engaging multiple research-intensive institutions and a diverse array of undergraduate institutions, and facilitating collaborative research among research faculty, postdocs, graduate and undergraduate students. Regular travel (statewide, regional, and national) is required.

Minimum Qualifications:

- Must be a US citizen per NASA Space Grant requirements;
- Associate Professor level or executive administrator and a current faculty member of an NSHE research institution (UNR, UNLV, or DRI) – full professors will be given preference;
- A Ph.D. in a Science, Technology, Engineering, Mathematics (STEM) or related field;
- A distinguished publication record in refereed scientific literature;
- Demonstrated success in obtaining peer-reviewed, competitive research funding from federal government agencies, particularly NASA;
- Demonstrated experience in managing large multi-institutional research programs and teams;
- Experience serving on scientific, peer-review panels or as Program Officer/Manager of a federal agency overseeing research programs;
- Experience with NASA as a Principal Investigator, as a NASA employee, or in leading a NASA program. The individual should not have a conflict of interest in working on a NASA program based on current job assignments;
- Experience working with multiple research-intensive institutions;
- Must not initiate new significant research participation on any NASA EPSCoR/Space Grant project while in the role of PD and any existing projects/funding will require a management plan;
- Strong interpersonal skills, including ability to lead a diverse group across multiple disciplines;
- Ability to represent the project as a whole and all institutions involved rather than one's home institution;
- Strong and timely communication skills to broader audiences (oral and written);
- Evidence of diversity and inclusion activities;
- Ability to work with off-site personnel statewide;
- Must have own transportation and ability to travel via car and airplane; and
- Strong team management skills and the ability to build consensus.

Preferred Qualifications:

- If candidate holds an academic appointment, it is preferable that he/she be tenured or equivalent;
- Working knowledge of NASA programs, especially NASA's Established Program to Stimulate Competitive Research (EPSCoR) programs and Space Grant;
- Working knowledge of the nation's STEM education and workforce training directions and priorities;
- Working knowledge of state-wide capabilities and directions in research and STEM education; and
- Working knowledge of state priorities for economic development as identified in the Science and Technology Plan and the State Economic Development Plan.

Responsibilities:

The goal of NASA EPSCoR is to provide seed funding that will enable jurisdictions to develop or enhance an academic research enterprise directed toward long-term, self-sustaining, nationally competitive capabilities in aerospace and NASA relevant research across all NASA Mission Directorates. This capability will, in turn, contribute to the jurisdiction's economic viability and expand the nation's base for aerospace and other NASA related research and development. The goal of NASA Space Grant is to provide and expand STEM research and training opportunities for students through NASA internships, fellowships and scholarships (NIFS) program, along with providing enhanced STEM training to the broadest possible student population in Nevada, both higher education and K-12.

The Nevada EPSCoR office currently administers Nevada's NASA EPSCoR CAN, RID, and RRR awards, as well as the NASA Space Grant Consortium award. In addition, new proposals are prepared each year to complete for any open NASA EPSCoR or Space Grant federal funding opportunities.

The Project Director will report to his/her institutional supervisor (at UNR, UNLV, or DRI). This position requires direct communications with the Director of the System Sponsored Programs and Nevada EPSCoR Office. The NSHE Research Affairs Council (RAC) will provide performance evaluation feedback to the institutional supervisor annually. The Project Director will work with the staff of the Nevada EPSCoR office, the NSHE Research Affairs Council (as applicable) and NSHE faculty to accomplish the tasks listed below.

1. Leadership:
 - a. As per NASA requirements, the Project Director is the lead PI on NASA EPSCoR and Space Grant awards, providing financial, reporting, and evaluation oversight as well as administrative coordination as needed.
 - b. Aligns system-wide NASA EPSCoR program activities with state and national priorities in STEM research and education. These priorities will target research development, economic development and workforce development priorities for the state and NASA Directorates.

- c. Engages with the NV Space Grant Campus Associate Directors and develops advisory committees (e.g., external technical advisory committee) that will help guide program processes.
 - d. Engages with and effectively communicates with the Vice Presidents for Research at DRI, UNLV and UNR through the NSHE SPO EPSCoR Office.
 - e. Engages the science PIs on implementation of and timely reporting on NASA EPSCoR and Space Grant research project goals and objectives.
 - f. Works with the NV Space Grant and NASA EPSCoR Project Administrator (with the NSHE SPO EPSCoR Office) to ensure timely financial reporting to demonstrate progress toward and meeting of project timelines.
 - g. Effectively communicates with faculty and students at all NSHE institutions to build consensus related to proposals/applications, project timelines and reporting.
 - h. Reports on the state-wide and the national program's efforts and outcomes to Nevada's elected officials (e.g., Congressional delegates).
 - i. Works effectively with the NSHE System Sponsored Programs and EPSCoR Office in Las Vegas associated with the NASA EPSCoR program.
 - j. Facilitates the selection of research focal areas and leads the development of NASA EPSCoR and Space Grant proposals.
 - k. Manage recruitment and maintain relationships with Space Grant Consortium academic and industrial affiliates and EPSCoR Technical Advisory Committee.
2. Management:
- a. Budgets: Works with Project Administrator to ensure fiscal integrity of federal and state and institutional program match funds and spending.
 - b. Evaluation: Provides oversight for retrieving, organizing, and synthesizing information for evaluation requirements; works with external evaluators as needed.
 - c. Programming: Ensures efficient and effective processes for resource allocation and program reporting.
 - d. Competitions: Manage internal competitions specific to NASA EPSCoR and Space Grant solicitations. Pre-plan internal timelines to allow sufficient time to meet federal due dates.
 - e. Meetings: Organize forums, workshops, technical assistance, annual meetings and other events for the Consortium and NASA EPSCoR.
3. Represent and Serve:
- a. Represents Nevada's NASA EPSCoR and Space Grant Consortium to the national NASA Office for STEM Engagement (OSTEM), the NSHE Board of Regents, all NSHE institutions, the NSHE Research Affairs Council, Nevada's economic development community, Nevada's State and Federal legislative delegation, and other NASA EPSCoR and Space Grant partners (e.g., consortium partners) as needed. These duties include annual National Space Grant Council and NASA EPSCoR meetings, as well as other meetings across the country.

- b. Actively promotes the success of the NV Space Grant NASA EPSCoR programs within and outside Nevada, including developing promotional materials such as posters and presentations.

Terms of the Appointment:

The Project Director will spend 50% of his or her time, on a 12-month basis (renewable and contingent on funding), as the sole lead of NV NASA EPSCoR and Space Grant activities. During the term of the appointment, salary may be provided from both federal funds and special projects match that are sub-awarded to the home institution. The remaining 50% of salary is provided by the successful applicant's home institution for teaching, administrative and/or research at that institution. The successful applicant for this position is expected to begin work at 25% FTE September -November 2022 shadowing the current Project Director, with a transition to 50% FTE as Project Director on December 1, 2022, upon her retirement.

The Project Director serves at the pleasure of the NSHE Research Affairs Council and as approved by NASA OSTEM. The Council will provide performance feedback to the individual's institutional supervisor for the purpose of annual performance evaluations. The Council may terminate this appointment at any time upon a majority vote of the Council that termination of the appointment is in the best interest of the Space Grant and NASA EPSCoR programs. Following any such termination of the appointment, the faculty member will return to his/her home institution full-time and any portion of the faculty member's salary associated with the appointment shall cease. The faculty member, in consultation with his/her home institution shall be solely responsible for obtaining alternate funding to offset the portion of his/her salary associated with the appointment. This appointment is a temporary assignment and faculty members shall not have any vested interest in the salary or assigned duties associated with the appointment.

Application Procedure and Deadline:

Applications may be submitted until position is filled; however, to ensure full consideration, applications should be submitted by April 28, 2022 by 5:00 pm.

Application packets should be e-mailed directly to NSHE SSPO/EPSCoR Director Marcie Jackson at mjackson@nshe.nevada.edu.

Subject line should read: **[Applicant First Name_Last Name]_NVSGC-NASA EPSCoR PD.**

For questions or assistance, please contact Marcie Jackson at (702) 522-7079. An email will be sent to confirm receipt of your application by COB on April 29, 2022.

Applications must include:

- 1) A letter detailing interest in the position, including a complete description of relevant qualifications and work experience, and how his/her skillset and experience meet the requirements as set forth for the position per the areas described above under the Leadership, Management, and Represent and Serve Responsibilities (no more than six pages total);
- 2) A curriculum vita with publication list; and

3) Three professional letters of recommendation; one letter must be from your immediate supervisor at your current institution.

NSHE is an equal opportunity and affirmative action employer committed to achieving excellence through diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, sexual orientation, family medical history or genetic information, gender identity, gender expression, or any other factor protected by anti-discrimination laws. Women, applicants who are members of underrepresented groups and communities of color, individuals with disabilities, and veterans are encouraged to apply.