

**SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM)
PROGRAM MANAGER
AND ADVISOR TO THE DIRECTOR FOR BASIC RESEARCH**

ANNOUNCEMENT:

The Office of the Deputy Assistant Secretary of Defense (DASD) for Research, within the Office of the Assistant Secretary of Defense for Research & Engineering (ASD(R&E)), is seeking candidates for the position of STEM Program Manager. Please send resumes and any additional information you may deem relevant to Mrs. Lorien Proud (lorien.proud.ctr@mail.mil).

Eligibility:

- Position is to be filled through a Service liaison authority detail. Applicants must be a GS-14/15 (or equivalent) employed within the Department of Defense or the Services.

Requirements:

- Bachelor's degree is required; a Master's degree or Ph.D. degree is desired.
- Demonstrated experience with the management of large programs
- Demonstrated history of exceptional professional and/or academic achievement.
- Ability to quickly and effectively analyze, summarize and communicate the intellectual content of technical information, and have the ability to multi-task and respond to quick turn-around requests.
- Strong time management skills and ability to work independently; a self-starter.
- Knowledge in preparing, reviewing, and directing the work of government and contract personnel, and integrating manpower and financial resources.
- Knowledge and assessment of scholarship fellowship program effectiveness.
- Knowledge of STEM education efforts in other Federal Departments and Agencies.

General Duties and Responsibilities:

DoD has a vital, continuing interest in supporting Science, Technology, Engineering and Mathematics (STEM) education at all levels to assure the supply and recruitment of highly qualified scientists and engineers for DoD's future workforce. The STEM Program Manager reports to the Director for Basic Research, and has responsibility for the development and execution of National Defense Education Program, pursuant to law, regulation, and DoD guidance.

The incumbent is responsible for developing an effective and efficient DoD STEM education program that anticipates and responds to DoD STEM workforce needs in the near, mid- and long-term. These

responsibilities include development, outreach, and training activities associated with the National Defense Education Program (NDEP) related to Pre-kindergarten through 12 and undergraduate programs. As program manager for NDEP, this position has direct oversight of a \$50M annual budget.

While not a supervisory position, the individual selected will ensure technical oversight of a portfolio of research through the coordination of designated Program Offices in the military service research organizations. Demonstrated skill in leadership and program management is highly desired.

Responsibilities include planning, analysis and execution functions for the military child pilot program initiative. Plans annual and long term program resource requirements, manages grants and/or contracts as appropriate, monitors and assesses pertinent legislation, and identifies opportunities for program improvement. Considers and takes action on issues of long-term program health and effectiveness. Regularly briefs senior leadership on the changes in program requirements, funding, schedules, milestones and other issues.

The incumbent is an active participant in development, drafting, and institutionalization of Department of Defense and Administration policy and position on broad and overarching STEM initiatives. Regularly plans, initiates, conducts, participates in, and represents DoD at numerous national and regional education community meetings to gain support for and advance DoD STEM programs.

ASD(R&E) is looking for a highly motivated thinker with superb analytic, organizational, communication, and interpersonal skills. This position requires the ability to bridge educational and policy communities, and work collaboratively with DoD stakeholders, including the Service research organizations, OSD Policy offices, the US Government interagency, and other non-profit STEM support organizations.

Security Clearance Information:

Minimum security clearance level required for this position is SECRET.