

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY

**Occupational Category:**

Managerial\_\_\_\_ Technical\_\_\_\_ Analytical\_\_\_\_  
Administrative \_\_\_\_ Clerical/Support \_\_\_\_ Other X

**Level of Responsibility:** GS 11/12 Pay Band 3 WG/WM \_\_\_\_

**Duration:** 3 months \_\_\_\_ 6 months\_\_\_\_ Other\_\_\_\_

**Timeframe:** 1<sup>st</sup> quarter\_\_\_\_ 2<sup>nd</sup> quarter X 3<sup>rd</sup> quarter X 4<sup>th</sup> quarter X

**Title of Assignment:** Program Specialist

**Assignment Objective:** To provide an opportunity for entry level professional staff to expand and develop programmatic and grants management capabilities in support of the operations of a NOAA-wide program designed to ensure NOAA is efficient, effective and responsive in its developing and expanding its relationships with minority serving institutions. The position is located in OAR and is dedicated to support the overall NOAA EPP/MSI program.

**Description of Tasks:** To assist the Educational Partnership Program Director and staff in coordinating programmatic activities and student internship experiences for the Educational Partnership Program. The incumbent will support EPP in preparing review panels and completing reviews of grant applications for financial assistance to academic recipients. The assignment will require coordinating interactions among the academic community, NOAA S&T Offices and the Grants Management Division. Travel may be required to attend national organization meetings. The incumbent will support the director in coordinating and providing a unified approach to the management of NOAA interactions with MSIs and for developing NOAA-wide initiatives and establishing/building linkages with minority serving institutions and other NOAA academic partners for the purpose of enhancing and creating diverse experiences/opportunities for both MSIs and NOAA. The incumbent will also support the Executive Secretariat for the MSI Council and will be responsible for scheduling meetings and monitoring follow-up actions generated at MSI Council meetings.

**Special Requirements and Selection Criteria:** Working knowledge of grants administration and management, program monitoring, good organizational skills as well as experience in interacting with program constituents.

**NOAA Line/Staff Office:** OAR Educational Partnership Program w/ Minority Serving Institutions

**Point of Contact:** Jacqueline Rousseau 301-713-9437 ext. 124