

**Opportunity Title:** NSF-NCSES - Records and Information Management

Fellowship

**Opportunity Reference Code:** NSF-NCSES-2022-0007

**Organization** National Science Foundation (NSF)

**Reference Code** NSF-NCSES-2022-0007

**How to Apply** Click on *Apply* now to start your application

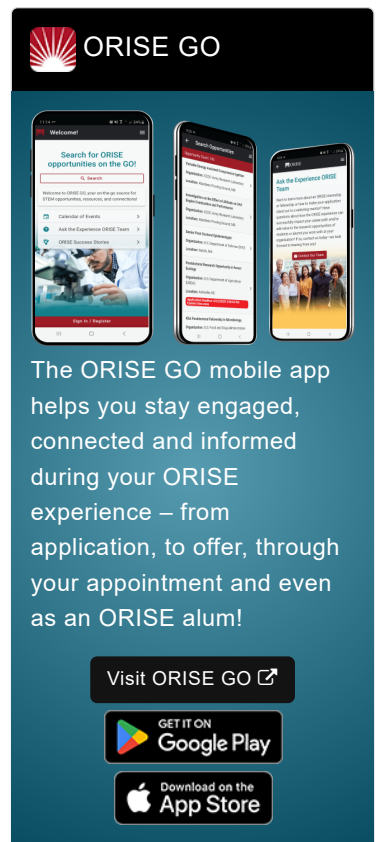
**Application Deadline** 3/5/2023 11:59:00 PM Eastern Time Zone

**Description** **What will I be doing?**

As a Fellow with the National Science Foundation's (NSF) National Center for Science and Engineering Statistics (NCSES) you will learn NCSES records and information management and assist NCSES's transition from paper to digital records.

Under the mentorship of NSF-NCSES staff, you may participate in the following activities:

- Planning, implementation, and management of record systems, as well as in-house digitization and electronic records management to comply with the National Archives and Records Administration (NARA) Archives and Records Centers Information System requirements, ensuring the appropriate creation, review, and implementation of electronic record keeping requirements, including file plans, retention schedules, reports, analyses. Coordinating transfer of records, as appropriate, to NARA.
- Collaborating with the subject matter expert (SME) and advising senior leadership, data officers, and staff on the most efficient method for managing records, including data, based on the requirements in the Federal Records Act as amended in 2014, associated regulations, 32 CFR 2002, records policies and procedures, and best practices.
- Briefing and providing Records and Information Management (RIM) guidance, training, and status to senior leadership, records liaisons, records custodians, and stakeholders.
- Staying abreast of emerging Executive Orders, NARA guidance, and related best practices and compliance requirements.
- Collaborating with stakeholders and customers to translate business requirements along with records management policies and directives into functional requirements.
- Participating in the RIM program to ensure efficiency and effectiveness and serving on the Records Management Working Group under the Data Governance Board.
- Researching, analyzing, and presenting records management policy issues initiated through specific case review.
- Identifying procedures that improve the effectiveness and efficiency in the life cycle management (e.g., creating, retention, maintenance, processing, access, and disposition) of a records and information program to ensure compliance with applicable laws, regulations, and policies.
- Modernizing records management functions by assisting the transition from paper records to digital and electronic



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records. Inspecting retention of information and data necessary to facilitate business processes, including records in all formats such as electronic, paper, photographs, microforms, and audiovisual and electronic media for all offices.

### **Why should I apply?**

You will have the opportunity to independently utilize your skills and engage with experts in innovative ideas to move the proposed research forward. In addition, you will

- Learn from top researchers and subject matter experts in data analysis, statistics, economics, science policy, research, and more.
- Gain real world experience in cutting-edge research from the world's premier source for data and information on the science and engineering enterprise.
- Develop skills within and outside of your field of study and interest and earn a competitive edge.
- Network with your peers, travel, and participate in educational events.

NCSES leads several cutting-edge research projects and initiatives that not only further its mission of collecting and disseminating objective information on the science and engineering enterprise, but also will provide you with an exclusive access to high quality data sets and experiences in data analysis, statistics, and more.

### **Where will I be located?**

Remote or Alexandria, VA (Washington D.C. area)

NSF NCSES may modify their operation schedule and access to facilities to ensure the health and safety of their entire workforce while maintaining operational effectiveness. Hence, the appointment location is subject to change contingent on NSF NCSES guidelines and may result in a virtual placement

### **Participant Benefits**

Selected participants will receive a competitive stipend for living and other expenses during this appointment.

Stipends are determined by participant's academic standing, discipline, and experience.

You may also be eligible to receive:

- Health insurance allowance,
- Reimbursement for travel expenses
- Travel/training allowance for professional development and travel to professional meetings, such as conferences.

### **Duration**

Fellowships are for one year and may be extended based upon project needs and funding availability for up to 5 years.

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## Background

The National Center for Science and Engineering Statistics (NCSES) is the nation's leading provider of statistical data on the U.S. science and engineering enterprise. NCSES is one of thirteen principal federal statistical agencies, set apart by the mission of collecting data related to U.S. competitiveness and STEM education. NCSES is responsible for statistical data regarding research and development, the science and engineering workforce, U.S. competitiveness in science, engineering, technology, and R&D, and the condition and progress of STEM education in the United States.

To learn more about the *NCSES Research Ambassadors Program*, visit <https://orise.orau.gov/ncses/>. To learn more about NCSES, visit <https://ncses.nsf.gov/>.

You will not enter into an employee/employer relationship with ORISE, ORAU, DOE, or any other office or agency. Instead, the participant will be affiliated with ORISE for the administration of the appointment through the ORISE appointment letter and Terms of Appointment.

**Qualifications** Opportunities with NCSES Record Management Project are open to students and recent graduates.

### **To qualify for this opportunity, you must:**

- Be 18 years of age or older by the application deadline.
- Have completed the degree requirement or received a Master's or Doctoral degree from an accredited college or university. Selected candidate must provide proof of completion of degree requirements before the appointment can start.
- Be a U.S. citizen or Lawful Permanent Resident.

The ideal candidate will have:

- Prior experience providing constructive and strategic solutions
- Strong verbal and written communication skills
- Curiosity, attention to detail, and the ability to work efficiently and attentively
- Ability to contribute independently and as part of a team
- Strong critical thinking and decision-making skills.
- Knowledge of the National Archives and Records Administration (NARA) and federal agency records management and archiving standards, including records disposition schedules NARA Certification of Federal Records Management Training
- Certified Records Manager qualification (CRM)
- Experience in a project involving digitization of hard copy records
- Experience with and knowledge of SharePoint

### **A complete application consists of:**

- Complete Zintellect profile
- Essay Questions - questions specific to the opportunity.
- Current Resume/CV

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- **Academic Records:** The applicant must submit records for the most recent degree or degree in progress. Unofficial transcripts or copies of academic records provided by the applicant or by academic advisors from internal institutional systems may be submitted.
- **One (1) Recommendation:** Applicants are required to provide contact information for at least one recommendation in order to submit the application. You are encouraged to request a recommendation from a professional who can speak to your abilities and potential for success as well as your scientific capabilities and personal characteristics. Recommendation requests must be sent and submitted through the Zintellect application system. Recommendations submitted via email will not be accepted.

All documents must be submitted via Zintellect. All application components must be received in the system in order to be considered.

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**Eligibility  
Requirements**

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** Master's Degree or Doctoral Degree received within the last 12 months or anticipated to be received by 3/5/2023 11:59:00 PM.
- **Discipline(s):**
  - **Business** ([6](#))
  - **Computer, Information, and Data Sciences** ([17](#))
  - **Engineering** ([3](#))
  - **Mathematics and Statistics** ([8](#))
  - **Other Non-Science & Engineering** ([2](#))
  - **Social and Behavioral Sciences** ([2](#))
- **Age:** Must be 18 years old by 3/5/2023