



## General Position Information

**Job Title:** Associate Vice President, Office of Research

**Position Number:** PC270

**Position Grade:** GS-15

**Salary Range:** \$148,484 - \$176,300 (not applicable for detailees)

**Vacancy Open Period:** 06/06/2022 – 06/21/2022

**Position Type:** Cadre

**Who May Apply:** Internal ODNI Candidates

**Division:** DNI/NIU

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.

## Who May Apply

- For a cadre assignment:
  - Current ODNI permanent cadre at the same grade as the advertised position grade may apply.

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate will be assigned to the position at the employee's current GS grade and salary.



## **Component Mission**

The National Intelligence University (NIU) is the Intelligence Community's sole accredited, federal degree-granting institution. NIU advances the intelligence profession through a holistic, integrative, contextual approach to education that promotes dynamic teaching, engaged learning, original research, academic outreach, analytical problem solving, rigorous research methods, collaborative processes, and lifelong learning.

## **Major Duties and Responsibilities (MDRs)**

Incumbent serves as Associate Vice President for Research at the National Intelligence University.

The AVP for Research manages the long-term strategic and day-to-day operations of the Office of Research. These responsibilities include implementation of NIU-wide efforts to conduct research in support of the intelligence and national security community.

The AVP for Research ensures that research sponsored, conducted, or published by the NIU Office of Research is aligned with ODNI and IC strategic priorities.

The AVP oversees the activities of the National Intelligence Press, the Caracristi Institute for Intelligence Research, and the NIU Library and supervises and manages personnel and administrative tasks for the Office of Research. In addition, the AVP for Research performs comprehensive editorial reviews and analyzes manuscripts submitted to the National Intelligence Press to ensure objectivity, style, and manner of presentation is in consonance with overall goals of NIU and academic standards.

The AVP for Research engages with elements from across the university, the IC, and academia to ensure the efficiency, effectiveness, relevance, and integrated operations of the research mission of the university. These activities include representing the Office of Research and NIU with ODNI and IC research entities and in ODNI and IC research forums.

The AVP for Research is a direct report to the Vice President for Research & Infrastructure and participates in university governance and compliance with accreditation standards as a member of the NIU Deputies Committee.

Performs other duties as assigned.

## **Mandatory and Educational Requirements**

Demonstrated knowledge and experience applying the concepts, tools, and methodologies of academic research.

Demonstrated experience working in or with the Intelligence Community, preferably in a research capacity.

Demonstrated experience in academic research and scholarship, writing, and reviewing research papers.

Demonstrated leadership, to include managerial experience that involved setting expectations for supervisors and managing the performance of teams.

Superior ability to execute senior-level guidance in a fast-paced environment and ability to translate strategic goals into specific objectives with appropriate metrics and methods to track progress towards meeting those goals.



Expert knowledge in managing complex activities and initiatives, employing good judgment and principles.

## Desired Requirements

Successful completion of a full course of study in an accredited college or university leading to a doctoral degree that included or was supplemented by major study or work experience in a subject-matter field related to the work of the Office of Research.

Demonstrated knowledge of academic compliance, to include academic freedom, accreditation standards, and/or Human Subjects Research.

Experience with academic grants management and oversight.

Experience with creating and using assessment information to evaluate academic and non-curricular programs.

Expert oral and written communication skills, including the ability to communicate complex information in a clear, concise manner that is targeted to, and meets the needs of, diverse audiences with different perspectives and objectives.

## Key Requirements and How to Apply

**\*\*\* Previous applicants do not need to apply\*\*\***

### Internal ODNI Candidates:

#### A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

All attachments should be in Microsoft Word or Adobe PDF format.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3888

## What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**COVID-19 Vaccination Requirement:** To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at DNI\_Reasonable\_Accommodation\_WMA@cia.ic.gov by unclassified email at DNI\_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis.

**THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**