



DEVELOP National Program

January 2025 Enhanced Capacity Building Application Guidelines

General Guidelines:

- You can apply to multiple positions (Lead and/or Fellow) using one application.
- DEVELOP is competing multiple node Lead and element Fellow (ie. Project Coordination, Communications, & Geoinformatics) positions.
- DEVELOP is also competing additional Lead positions to support virtual projects and/or programmatic needs.
- Applicants will select their preferred node(s) and initiatives of interest.
- Selections are made by NPO with inputs and agreement from the leadership at the node of interest.

Work Location:

- All positions are required to work *on-site* at a DEVELOP location.
- Leads must be willing to oversee in-person and/or virtual teams as necessary. In the event that a location hosts only a virtual team or does not host projects for a given term, the Lead/Fellow is still required to work on-site.
- **Node Lead positions** are not being competed for all nodes. Nodes open for competition include:
 1. Georgia – Athens (GA)
 2. Colorado – Fort Collins (CO)
 3. California – Ames (ARC)
 4. California – JPL (JPL)
- **Fellow and additional Lead positions** can be located at any NASA center (ie. ARC, GSFC, JPL, LaRC, & MSFC)

Position Eligibility & Logistics:

- US citizens and lawful permanent residents (LPR) are eligible to apply
- Open to recent graduate and early/transitioning career professional applicants
- College degree with minimum 3.0 GPA
- Lead and Fellow positions require 1+ term(s) as a DEVELOP participant
- Ability to work 40 hours/week during typical Monday – Friday business hours in-person at a DEVELOP location
- Proficient knowledge and understanding of DEVELOP
- Strong leadership and communication skills
- Leads & Fellows are full-time term employees and will be offered health and other employment related benefits
- Term Lengths:
 - Lead and Fellow positions are one-year positions, renewable up to two years. All positions will be re-competed near the end of each year.
- Pay Scale:
 - Lead and Fellow positions have a \$2/hr increase from the recent graduate pay rate.
 - Some locations have 'cost of living' increases commensurate with federal 'cost of living' rates.
 - Pay rates are based on the office where the position is located.
 - Pay rates are based on applicant classification and education status. *As such, pay rates are non-negotiable.*
 - You can email nasa-dl-develop@mail.nasa.gov to get rates for various positions/locations.
- Anticipated Start Dates:
 - Positions will tentatively start on Monday, January 6th.
 - The spring 2025 term begins on Monday, January 27th.



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- All selected applicants should be available to attend a DEVELOP Retreat in mid-January.

Tips for Completing the Application:

- Selecting Location(s):
 - The selection process is extremely competitive, so flexibility in which location a person is willing to serve can strengthen the chance of selection.
 - Please select all locations that are a realistic option for you given any potential relocation costs, cost of living, etc.
 - If selected for a position, that selection is tied to a specific location.
- Responding to Questions:
 - Answer questions fully yet succinctly. Do not feel the need to write to the full word count maximum if what you want to say can be said more concisely. However, flippant or shallow answers do not strengthen or support your competitiveness.
 - Spelling and grammar count. Attention to detail is important!
 - NASA DEVELOP prohibits the use of artificial intelligence (AI) or AI- assisted tools, to include but not limited to ChatGPT, in drafting application responses. Any application found to have used AI or AI- assisted tools will be automatically disqualified.
- Experience:
 - If you have been part of DEVELOP for more than a year, just list the last three projects in which you've participated.
- Skills & Accomplishments:
 - This section provides the candidate an opportunity to highlight technical skills, accomplishments, any foreign language proficiency, or other skills.
 - Consider the software and skills that are especially relevant to the position to which you are applying.
 - Organization and ability to work on multiple tasks concurrently is important; speak to your skills in this area.

Timeline:

10/18 – Application & Resume Due

10/18 – 11/1 – Interviews on a Rolling Basis

11/8 – Notifications Begin

Questions? Email Sarah Hafer-Martin (sarah.hafer-martin@nasa.gov)