



# DEVELOP National Program

## Summer 2022 Fellow Application Guidelines

### **General Guidelines:**

- You can apply to multiple positions (Node Fellow and/or Element Fellow) using one application.
- Selections are made by NPO with inputs and agreement from the leadership at the office location of interest.
- DEVELOP plans to begin the transition to in-person participation beginning with the summer 2022 project term, pending federal and/or local COVID-19 changes and requirements. *The Fellow selected for these positions are expected to be on-site ahead of the summer term (~mid-late May).* The exact start date for these positions is flexible.

### **General Position Eligibility & Logistics:**

- US Citizenship is required for all Fellow positions
- College degree with minimum 3.0 GPA
- Open to Recent Graduate and Early/Transitioning Career Professional applicants
- Ability to work 40 hours/week during typical business hours
- Proficient knowledge and understanding of DEVELOP
- Strong leadership and communication skills
- Performance reviews take place during interims following each term (spring, summer, fall)
- Fellows are considered full-time term employees and will be offered personal time off, medical, dental, 401K and additional employment-related benefits.
- One-year position, renewable up to two years, and will be re-competed at the end of each contract year.
- Pay scale
  - Fellow positions have a \$2/hr increase from the base pay scale
  - Pay rates are determined by location and education status. As such, pay rates are non-negotiable.
    - Pay rates are based on the node where the position is located (when in-person).
  - You can email [stephanie.l.burke@nasa.gov](mailto:stephanie.l.burke@nasa.gov) to get rates at various locations.
- Applicants who are selected for and accept the Fellow position will be expected to be onsite at their selected location for the duration of their annual contract. Fellows are responsible for their own housing, living expenses, and transportation to and from their DEVELOP office location. The program does not fund or reimburse relocation expenses.
- If prior to the start of the Fellow contract it is determined that onsite participation is no longer feasible due to evolving pandemic issues, the program may revert locations back to virtual participation.

### **Available Positions:**

- **Node Fellow:**
  - Positions associated with DEVELOP's 11 in-person locations
  - Fellows work on node and national tasks; balance of tasks can vary depending on the number of projects per term
  - Applicants will select their programmatic support element(s) and initiatives of interest
  - DEVELOP nodes competing a Fellow position: California – Ames (ARC) and Virginia – Langley (LaRC)
- **Element Fellow:**
  - Element Fellows work entirely on national tasks and *do not* oversee projects
  - *Project Coordination Fellow:* Support the Project Coordination team, portfolio coordination, and deliverable review
  - This position will be located at Virginia – Langley (LaRC)



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### **Tips for Completing the Application:**

- Selecting element(s):
  - It is ok to select multiple programmatic elements if you believe your skillsets could translate to more than one.
  - Programmatic support needs can change from term to term and as Fellow positions become vacant/are competed.
  - Flexibility and willingness to support multiple elements can strengthen your chance of selection.
- Responding to questions:
  - Answer questions fully yet succinctly. Instead of focusing on writing to the maximum word count, write concisely when trying to convey the intent of your answer. However, frivolous or superficial answers will not strengthen or support the competitiveness of your application.
  - Spelling and grammar count. Attention to detail is important!
- DEVELOP Experience:
  - If you have been part of DEVELOP for more than a year, list the last three projects with 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 particularly relevant to the position to which you are applying.
  - Organization and the ability to work on multiple tasks concurrently are important, speak to your skills in this area.

### **Timeline:**

Application & Resume Due – 4/18

Schedule Interviews for Those Selected to Interview – 4/19

Interviews – 4/20-25

Notifications – NLT 4/29

**Questions?** Email Amanda Clayton ([amanda.l.clayton@nasa.gov](mailto:amanda.l.clayton@nasa.gov)) or Stephanie Burke ([stephanie.l.burke@nasa.gov](mailto:stephanie.l.burke@nasa.gov))