General Guidelines:

- You can apply to multiple positions (Lead/Fellow, Project Coordination Fellow, and/or Senior Fellow) using one application.
- Lead/Fellow positions are not being competed for all nodes; the application contains the node(s) accepting applications. Nodes are flexible for the PC Fellow and Senior Fellow positions; however, some locations are space limited.
- Applicants will select their preferred node(s), their preferred element(s), and their initiatives of interest.
- Senior Fellow positions may not be filled for each element listed in the application; however, the program is seeking a Lead/Fellow for each of the nodes being competed.
- Selections are made by NPO with inputs and agreement from the leadership at the node of interest.

Transition to In-person:

- DEVELOP plans to begin the transition to in-person participation beginning with the spring 2022 project term; a small number of locations (tba by August 30th) will host participants and projects.
- There may be an opportunity for Leads/Fellows and Senior Fellows to return to their node before the node starts to host in-person projects. This will be dependent on institutional/node host restrictions and guidelines, as well as NPO approval.
- Leads/Fellows and Senior Fellows need to be flexible for the timing of and transition to in-person work.
- DEVELOP nodes will follow local and institutional/node host COVID-19 guidelines (i.e. vaccination requirements, etc.).

Position Eligibility & Logistics:

- US Citizenship is required for all Lead/Fellow and Senior 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)
- Leads/Fellows & Senior Fellows are considered full-time term employees and will be offered health and other employment related benefits.
- **Lead/Fellow & Project Coordination Fellow**:
  - One or more terms with DEVELOP
  - One-year position, renewable up to two years, and it will be re-competed near the end of each year.
  - Depending on the node and the number of projects per term, the balance of node tasks vs. national tasks will vary for Leads/Fellows. The PC Fellow will focus entirely on national tasks.
  - Lead/Fellow positions have a $2/hr increase from the base pay scale.*
- **Senior Fellow**:
  - Applicants must meet at least one of these eligibility requirements based on their participation with the program:
    - Previously served or currently serves DEVELOP as a Senior Fellow, Lead/Fellow, Lead, or Assistant Lead/Fellow

- - Served 3 or more terms with the program and can provide a letter of recommendation from a DEVELOP Advisor or Lead/Fellow
  - Served 2 or more terms with the program at different node locations and can provide a letter of recommendation from a DEVELOP Advisor or Lead/Fellow
  - o One-year position, renewable up to three years, and it will be re-competed near the end of each year.
  - o The Senior Fellow position has a $3/hr increase from the base pay scale.*
- *Pay scale
  - o Pay rates are based on applicant classification, education status, and locality. As such, pay rates are non-negotiable.
    - Pay rates are based on the remote work location (when virtual) or the node where the position is located (when in-person).
  - o You can email karen.n.allsbrook@nasa.gov to get rates at various locations.
- Ability to begin the position on Tuesday, September 7th, 2021.

DEVELOP Nodes Competing a Lead/Fellow Position:

California – Ames (ARC)
Arizona – Tempe (AZ)
Georgia – Athens (GA)
Idaho – Pocatello (ID)
California – JPL (JPL)
Virginia – Langley (LaRC)
Massachusetts – Boston (MA)

Tips for Completing the Application:

- Selecting Node(s):
  - o The selection process is extremely competitive, so flexibility in which node a person is willing to serve at can strengthen the chance of selection.
  - o The Project Coordination Fellow and Senior Fellow positions are open to any node; however, some nodes have space limits and might not be able to host multiple full-time positions.
  - o Please select all nodes that are a realistic option for you.
  - o If selected for a position, that selection is tied to a specific node.
- Selecting Element(s):
  - o Similarly, it is ok to select multiple programmatic elements for the Lead/Fellow and Senior Fellow positions if you believe your skillsets could translate to more than one. This can also strengthen your chance of selection.
- Responding to Questions:
  - o 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.
  - o Spelling and grammar count. Attention to detail is important!
- DEVELOP Experience:
  - o If you have been part of DEVELOP for more than a year, just 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 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.
- Position Specific Questions:
  - If only applying to one position, answer the questions that correspond to that specific position.
  - If applying to multiple positions, answer all applicable questions.

Timeline:

7/6 – Application & Resume Due
7/9 – Schedule Interviews for Those Selected to Interview
7/12-21 – Interviews
7/23 – Notifications
7/30 – Deadline to Accept Position

Questions? Email Karen Allsbrook (karen.n.allsbrook@nasa.gov) or Amanda Clayton (amanda.l.clayton@nasa.gov)