Center Lead Application Guidelines – Summer 2018

General Guidelines:
- Center Lead positions are open to first-time DEVELOPers. While multiple terms with DEVELOP is a plus, it is not a requirement
- Center Lead positions are not being competed for all nodes, the application contains the nodes accepting applications
- Only one Center Lead will be selected for a node
- In the case that no Center Lead is selected for one of the nodes accepting Center Lead applications, an acting Center Lead will be identified from the participant pool or Fellow Class

Eligibility:
- US Citizenship is required for all Center Lead and Fellow positions
- Minimum 3.0 GPA (either most recent or cumulative)
- Self-provided transportation to and from the DEVELOP office that does not rely on anyone else driving you and requiring access to secured facilities
- One or more terms with DEVELOP
- Ability to work 40 hours per week during normal business hours

Position Logistics:
- Center Lead positions have a $2/hr increase from the base rate at the node where the position is located
  - Some locations have 'cost of living' increases commensurate with federal 'cost of living' rates
  - This means that an elevated position at one location may be similar, or even less than, a participant rate at a different location
  - You can email Karen.N.Allsbrook@nasa.gov to get rates at various locations
- Center Leads are considered full-time employees of SSAI and will be offered benefits
- Center Lead positions officially begin the week before the spring term begins

DEVELOP Nodes:
AL: Alabama – Mobile
ARC: California – Ames (Moffett Field, CA)
AZ: Arizona – Tempe
CO: Colorado – Fort Collins
GA: Georgia – Athens
GSFC: Maryland – Goddard (Greenbelt, MD)
ID: Idaho – Pocatello
JPL: California – JPL (Pasadena, CA)
LaRC: Virginia – Langley (Hampton, VA)
MA: Massachusetts – Boston
MSFC: Alabama – Marshall (Huntsville, AL)
NC: North Carolina – NCEI (Asheville, NC)

Node(s) Accepting Center Lead Applications: CO

Tips for Completing the Application:
- Selecting node(s):
  - The selection process is extremely competitive, so flexibility in which node a person is willing to serve at can strengthen the chance of selection.
  - Please select all nodes that are an option for you.

- Selecting Element(s):
  - Similarly, it is ok to select multiple Fellow Elements if you believe your skillsets could translate to more than one. This can also strengthen your chance of selection.
- 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. We pay attention to the fact that you do or don't pay attention to detail!
- DEVELOP Experience:
  - 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 and foreign language proficiency (if applicable).
  - Consider the software and skills that are especially relevant to the position or Element to which you are applying.
- Personal Vision Statement, Career Goals & Personal Leadership Style:
  - These questions provide an applicant the opportunity to identify why an enhanced capacity building opportunity at DEVELOP will be beneficial to both their personal and professional development, as well as to the Program.

Questions? Email or call or Karen Allsbrook or Amanda Clayton