# DEVELOP National Program
FY24 Enhanced Capacity Building Application Guidelines

## General Guidelines:
- You can apply to multiple positions (Lead, Fellow, and/or Senior Fellow) using one application.
- DEVELOP is competing the Idaho - Pocatello Lead, Pop-up Projects (PUP) Initiative Fellow, and Geoinformatics Fellow position.
- 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 and Initiative Fellows must be willing to oversee in-person and/or virtual teams as necessary. In the event that a location hosts only a virtual team for a given term, the Lead/Fellow is still required to work on-site.
- **Lead positions** are not being competed for all nodes. Nodes open for competition include:
  1. Idaho – Pocatello (ID)
- **Pop-up Projects Initiative Fellow position** is located at Virginia – Langley (LaRC)
- **Geoinformatics Element Fellow position** can be located at the following NASA Center locations:
  1. Virginia – Langley (LaRC)
  2. California – Ames (ARC)
  3. Alabama – Marshall (MSFC)
  4. Maryland – Goddard (GSFC)

## Position Eligibility & Logistics:
- US Citizenship is required for all Lead, Fellow, and Senior Fellow positions
- Open to Recent Graduate and Early/Transitioning Career Professional applicants
- College degree with minimum 3.0 GPA
- Required experience (DEVELOP and/or NASA CBP intern):
  - DEVELOP:
    - Lead and Initiative Fellow positions require 1+ term(s) as a DEVELOP participant
    - Senior Fellow positions require 2+ terms as a DEVELOP participant or previous experience as a Senior Fellow, Fellow, Center Lead
  - NASA Capacity Building Program and/or DEVELOP Intern:
    - Eligible for Initiative Fellow positions *only*
    - Requires 1+ session(s) as an OSTEM intern
- Ability to work 40 hours/week during typical business hours in-person at a DEVELOP location
- Proficient knowledge and understanding of DEVELOP
- Strong leadership and communication skills
- Leads, Fellows, & Senior 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, and it will be re-competed near the end of each year.

- Pay scale:
    - Updated pay rates for 2024!
    - Lead and Fellow positions have a $2/hr increase from the base pay scale
    - Pay rates are based on applicant classification and education status. As such, pay rates are non-negotiable.
    - 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.
    - You can email Lauren.Steele@nasa.gov to get rates at various locations.
- Anticipated start dates:
    - We are looking to fill the Idaho – Pocatello Lead, PUP Initiative Fellow, and Geoinformatics Fellow positions as soon as possible to start in January 2024
        - The spring 2024 term starts on January 22, 2024 and we would like to have those leading teams (Idaho – Pocatello Lead and Pop-up Projects Initiative) start prior to the beginning of the term.

## 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 at 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!
- Experience:
    - If you have been part of DEVELOP for more than a year, just list the last three projects with which you've participated.
    - If you have not previously participated in a DEVELOP term, list your role and session as an intern
- 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:
12/17 – Application & Resume Due
12/18-21 – Interviews
By 12/22– Notifications

**Questions?** Email Amanda Clayton (amanda.l.clayton@nasa.gov) and Lauren Steele (lauren.steele@nasa.gov)