



# DEVELOP National Program

## FY23 Fellow & Senior Fellow Application Guidelines

### **General Guidelines:**

- You can apply to multiple positions (Location Fellow, Project Coordination Fellow, and/or Senior Fellow) using one application.
- Applicants will select their preferred node(s), preferred element(s), and initiatives of interest.
- Selections are made by NPO with inputs and agreement from the leadership at the node of interest.

### **Work Location:**

- Location Fellow positions are not being competed for all nodes; the application contains the node(s) accepting applications. The Project Coordination Fellow position is tied to Virginia – Langley. The location of the Senior Fellow positions is flexible however, some locations are space limited. The priority is to host Senior Fellows at NASA Centers, but regional locations will also be considered.
- With the exception of the Virtual Environmental Justice Fellow position, all other positions are required to work on-site at a DEVELOP location.
- Location 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 Fellow is still required to work on-site.
- DEVELOP locations will follow local and institutional/node host COVID-19 guidelines (i.e. vaccination requirements, etc.).

### **DEVELOP Locations Competing a Fellow Position:**

California – Ames (ARC)  
Georgia – Athens (GA)  
Idaho – Pocatello (ID)  
California – JPL (JPL)  
Virginia – Langley (LaRC)  
Alabama – Marshall (MSFC)  
Massachusetts – Boston (MA)  
North Carolina – NCEI (NC)  
Virtual Environmental Justice (VEJ)

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

- US Citizenship is required for all 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
- Ability to work in-person at a DEVELOP location (VEJ Fellow position excluded)
- Proficient knowledge and understanding of DEVELOP
- Strong leadership and communication skills
- Performance reviews take place during interims following each term (spring, summer, fall)
- Fellows & Senior Fellows are considered full-time term employees and will be offered health and other employment related benefits



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- **Location 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 Lead/Fellows. The PC Fellow will focus entirely on national tasks.
  - 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, Fellow, Lead, or Assistant Fellow
    - Served 3 or more terms with the program and can provide a letter of recommendation from a DEVELOP Advisor or 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 Fellow
  - One-year position, renewable up to three years, and it will be re-competed near the end of each year.
  - The Senior Fellow position has a \$3/hr increase from the base pay scale\*
- **\*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 remote work location (VEJ Fellow ONLY) or the office where the position is located.
  - You can email [Stephanie.I.burke@nasa.gov](mailto:Stephanie.I.burke@nasa.gov) to get rates at various locations.
- Ability to begin the position on Thursday, September 1st, 2022

### 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.
  - The Project Coordination Fellow is tied to Virginia – Langley 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.
  - 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.
- **Selecting element(s):**
  - Similarly, it is ok to select multiple programmatic elements for the location Fellow and Senior Fellow positions if you believe your skillsets could translate to more than one.
  - This can also strengthen your chance of selection.



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- 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!
- 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, 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

7/8 – Schedule Interviews for Those Selected to Interview

7/11-20 – Interviews

7/22 – Notifications

7/29 – Deadline to Accept Position

**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))