



DEVELOP National Program

Spring 2024 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 Maryland – Goddard Lead, Idaho – Pocatello Lead, North Carolina – NCEI Lead, Pop-up Projects (PUP) Initiative Fellow, and Senior Fellow positions.
- 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. Maryland – Goddard (GSFC)
 2. Idaho – Pocatello (ID)
 3. North Carolina – NCEI (NC) ***New**
- **Pop-up Projects Initiative Fellow position** is located at Virginia – Langley (LARC)
- **Senior Fellow position** is located at Virginia – Langley (Larch)

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, or 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 the Senior Fellow position is a one-year position, renewable up to three years. All positions will be re-competed near the end of each year.



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- Pay scale:
 - Updated pay rates for 2024!
 - Lead and Fellow positions have a \$2/hr. increase from the recent graduate pay rate
 - Senior Fellow positions have a \$6/hr. increase from the recent graduate pay rate
 - 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.
 - Pay rates are based on applicant classification and education status. *As such, pay rates are non-negotiable.*
 - You can email Lauren.Steele@nasa.gov to get rates for various positions/locations.
- Anticipated start dates:
 - We would like to fill these positions to start as soon as possible after the spring 2024 DEVELOP term. If possible, it would be great to have any new Leads and Fellows join us at NASA Langley for our spring leadership and strategic planning retreat the week of April 29th. Exact start date is flexible but likely no later than mid-May. The Maryland – Goddard and North Carolina – NCEI Lead positions will have a later start date. The summer 2024 term starts June 3rd.

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 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 in 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.



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****Updated Timeline:**

2/22 – Application & Resume Due

2/26 – 3/1 – Interviews

By 3/8 – Notifications

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