

Senior Fellow Application Guidelines

General Guidelines:

- Senior Fellow positions are only located at LaRC with the National Program Office.
- Senior Fellow positions are open to returning DEVELOPers who served in an elevated leadership position (Center Lead, Assistant Center Lead, Fellow, or Senior Fellow) or been with the program for multiple terms (see eligibility below).
- Senior Fellow Elements listed in the application may not all be filled, and they do not necessarily align with the number of opportunities that will be provided.
- Applicants will select their preferred element(s) and their initiatives of interest.

Eligibility:

- 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, Center Lead, or Assistant Center Lead
 - Served 3 or more terms with the program at one location and can provide a letter of recommendation from a DEVELOP Advisor, Center Lead, Fellow, or Senior Fellow
 - Served 2 or more terms with the program at different locations and can provide a letter of recommendation from a DEVELOP Advisor, Center Lead, Fellow, or Senior Fellow
- U.S. Citizenship is required for all Senior Fellow positions
- College degree with minimum 3.0 GPA
- Ability to begin the position on Sept. 3rd, 2019
- Ability to work 40 hours/week during typical business hours
- Ability to be physically located at Langley Research Center in Hampton, VA
- Proficient knowledge and understanding of DEVELOP
- Strong leadership and communication skills

Position Logistics:

- The Senior Fellow position is a one-year position, renewable up to three years, and re-competed near the end of each year.
- Performance reviews take place during interims following each term (spring, summer, fall).
- Fellows are considered full-time term employees and will be offered health and other employment related benefits.
- Senior Fellow positions have a \$3/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.
 - You can email Karen.N.Allsbrook@nasa.gov to get rates.
- Selections are made by NPO – SSAI.

Tips for Completing the Application:

- Selecting Element(s):
 - 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.

- 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(s) to which you are applying.
- Responding to Questions:
 - The 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.
 - 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!

Timeline:

5/8 – Posted on DEVELOPedia

5/24 – Application & Resume Due

5/28 – Begin scheduling interviews for those selected to interview

5/29-6/14 – Interviews

6/17-21 – Notifications

6/28 – Deadline to Accept Position

Senior Fellows will assist in the selection process for the FY20 Fellow Class – timeline:

5/8 – Posted on DEVELOPedia

7/3 – Application & Resume Due

7/8 – Begin scheduling interviews for those selected to interview

7/9-19 – Interviews

7/22-24 – Notifications

7/29 – Deadline to Accept Position

8/1 – Announce Publicly at AESAS

Questions? Email or call Karen Allsbrook or Amanda Clayton.