General Guidelines:

- You can apply to multiple positions (Node Fellow, Element Fellow, and/or Virtual Fellow) using one application.
- Fellow positions are not being competed for all nodes; the application contains the node(s) accepting applications. Nodes are flexible for the PC and Geoinformatics Fellow positions however, some locations are space limited.
- Applicants will select their preferred node(s), their preferred element(s), and their initiatives of interest as applicable.
- Selections are made by NPO with inputs and agreement from the leadership at the node of interest.

Transition to In-person:

- DEVELOP plans to begin the transition to in-person participation beginning with the spring 2022 project term; a small number of locations will host participants and projects in-person, pending federal and/or local COVID-19 changes and requirements (AZ, GA, & ID nodes tentatively).
- There may be an opportunity for Fellows to return to their node before the node starts to host in-person projects. This will be dependent on institutional/node host restrictions and guidelines, as well as NPO approval.
- Node and Element Fellows need to be flexible for the timing of and transition to in-person work. We anticipate all nodes will host in-person projects for the summer 2022 term.
- DEVELOP nodes will follow federal and/or local COVID-19 changes and requirements (i.e. vaccination requirements, etc.).

General Position Eligibility & Logistics:

- US Citizenship is required for all 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
- Proficient knowledge and understanding of DEVELOP
- Strong leadership and communication skills
- Performance reviews take place during interims following each term (spring, summer, fall)
- Fellows are considered full-time term employees and will be offered personal time off, medical, dental, and additional employment-related benefits.
- One-year position, renewable up to two years, and will be re-competed at the end of each contract year.
- Pay scale
  - Fellow positions have a $2/hr increase from the base pay scale
  - Pay rates are determined by location 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 (when virtual) or the node where the position is located (when in-person).
  - You can email stephanie.l.burke@nasa.gov to get rates at various locations.
- Ability to begin the position on Monday, January 4th, 2022

Available Positions:
- ***Node Fellow*** (3 positions):
  - Positions associated with DEVELOP's 11 in-person locations
  - Fellows work on node and national tasks; balance of tasks can vary depending on the number of projects per term
  - DEVELOP nodes competing a Fellow position: Colorado – Fort Collins (CO), Maryland – Goddard (GSFC), North Carolina – NCEI (NC)
- ***Element Fellow*** (2 positions)*:*
  - Element Fellows work entirely on national tasks and *do not* oversee projects
  - *Project Coordination Fellow* (1 position): Support the Project Coordination team, portfolio coordination, and deliverable review
  - *Geoinformatics Fellow* (1 position): Support the Geoinformatics Team, technical troubleshooting, training, and software release handoff to project partners; Knowledge of Google Earth Engine is strongly preferred
- ***Virtual Fellow*** (2 positions):
  - Virtual Fellows oversee virtual projects; little to no work on national tasks
  - *Pop-up Fellow*: Focus on project management - oversees spring 2022 tech/innovation projects and ensures continued virtual project offerings; potential shift to managing in-person pop-up projects remotely (tbd)
  - *Environmental Justice Fellow*: Focus on project management - oversees spring 2022 listening projects and ensures continued virtual project offering into the future with a focus on environmental justice

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.
  - The Project Coordination Fellow and Geoinformatics Fellow positions are open to any node however, some nodes have space limits and might not be able to host multiple full-time positions. See application for priority nodes.
  - Please select all nodes that are a realistic option for you.
  - If selected for a Node or Element Fellow position, that selection is tied to a specific node, with the exception of Virtual Fellow positions. Virtual Fellow positions are not tied to a node location.
- Selecting element(s):
  - Similarly, it is ok to select multiple programmatic elements for the Node and Element Fellow positions 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. Instead of focusing on writing to the maximum word count, write concisely when trying to convey the intent of your answer. However, frivolous or superficial answers will not strengthen or support the competitiveness of your application.
  - 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 particularly relevant to the position to which you are applying.
  - Organization and the ability to work on multiple tasks concurrently are 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, and pay attention to how you focus your answers in relation to each position you are applying for.

Timeline:
10/8 – Application & Resume Due
10/12-13 – Schedule Interviews for Those Selected to Interview
10/21-26 – Interviews
10/28– Notifications
11/4 – Deadline to Accept Position

Questions? Email Amanda Clayton (amanda.l.clayton@nasa.gov) or Stephanie Burke (stephanie.l.burke@nasa.gov)