FY21 Lead/Fellow & Senior Fellow Application Guidelines

General Guidelines:

- You can apply for both the Lead/Fellow and Senior Fellow positions using one application.
- Positions are not being competed for all nodes; the application contains the node(s) accepting applications.
- Applicants will select their preferred node(s), their preferred element(s), and their initiatives of interest.
- Lead/Fellow positions may not be filled for each element listed in the application; however, the program is seeking a Lead/Fellow for each of the nodes being competed.
- Selections are made by NPO with inputs and agreement from the leadership at the node of interest.

Position Eligibility & Logistics:

- US Citizenship is required for all Lead/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
- Proficient knowledge and understanding of DEVELOP
- Strong leadership and communication skills
- **Lead/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
  - Applicants must show a demonstrated ability to generate project ideas and start/maintain partnerships
  - Depending on the node and the number of projects per term, the balance of center tasks vs. national tasks will vary
  - Lead/Fellow positions have a $2/hr increase from the base pay scale* for the node where the position is located
  - DEVELOP locations where the Lead/Fellow position is currently being competed:
    - Arizona – Tempe (AZ)
    - California – Ames (ARC)
    - California – JPL (JPL)
    - Georgia – Athens (GA)
    - Idaho – Pocatello (ID)
    - Massachusetts – Boston (MA)
    - Virginia – Langley (LaRC)
- **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, (Center) Lead, or Assistant (Center) Lead
    - Served 3 or more terms with the program and can provide a letter of recommendation from a DEVELOP Advisor or Lead/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 Lead/Fellow
  - The Senior Fellow position has a $3/hr increase from the base pay scale* for the node where the position is located

- One-year position, renewable up to three years, and it will be re-competed near the end of each year
- Senior Fellow positions can be located at any of the current DEVELOP locations
- Ability to begin the position on Tuesday, September 8th
- Demonstrated ability to generate project ideas and start/maintain partnerships
- *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 at various locations
- Leads/Fellows and Senior Fellows are considered full-time term employees and will be offered health and other employment related benefits
- Performance reviews take place during interims following each term (spring, summer, fall)

Tips for Completing the Application:
- Selecting position(s):
  - Please select if you are applying to the Lead/Fellow position and/or the Senior Fellow position.
  - If you are applying to both, please select your preferred position.
- 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.
  - Please select all nodes that are a realistic option for you.
  - If selected for a position, that selection is tied to a specific node. If the DEVELOP term is conducted virtually, then these positions will also be virtual. However, if/when the DEVELOP nodes re-open for onsite work, these positions will be expected to be available onsite at their selected DEVELOP node.
- Selecting element(s):
  - It is ok to select multiple elements if you believe your skillsets could translate to more than one.
  - This can also strengthen your chance of selection, as some positions may be responsible for supporting more than one element.
- 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.
- Educational Background:
  - Fill this section out with your most recent schooling information.
- 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:

- o If only applying to one position, answer the questions that correspond to that specific position.
- o If applying to both positions, answer all questions.

<u>Timeline</u>:
6/22 – Posted on DEVELOPedia
7/6 – Application & Resume Due
7/7-10 – Schedule Interviews for Those Selected to Interview
7/13-21 – Interviews
7/22 – Notifications
7/29 – Deadline to Accept Position

Questions? Email or call Karen Allsbrook (Karen.N.Allsbrook@nasa.gov) or Amanda Clayton (Amanda.L.Clayton@nasa.gov).