Attachment A:

**Statement of Work – DEVELOP National Program**

**Position:**  Geoinformatics & IT Fellow

**Dates:** Spring Interim April 4 – June 3, 2016

**Duties & Responsibilities:**

*Objective: Fulfill all Geoinformatics & IT Fellow duties as required.*

Geoinformatics Responsibilities:

* Assess spring term ‘help desk’ requests – quantify tickets, assess common requests, evaluate Geo Team’s response plan
* Support GitHub account and software release activities
* Manage dnnpy development and use within the program
* Host counseling sessions with Center Leads to identify tools and resources for specific projects
* Build content in DEVELOPedia:
  + Update Geoinformatics page
  + Add content relating to using software, data, GIS and RS
* Create a tutorial series of “how to” and best practices for geoinformatic-related activities
* Organize and clean up Geo Team Google Drive
* Support project work relating to The Carter Center request

IT Responsibilities:

* Maintain the DEVELOP Website:
  + Make spring updates
  + Create 12 nodes pages
  + Post spring project content
* Manage software – ERDAS IMAGINE, ENVI/IDL, Matlab, ArcGIS, TerrSet
* Update the DEVELOP Exchange front end for easy access
* Coordinate Langley seating arrangement and computer moves spreadsheet
* Build content in DEVELOPedia:
  + Update software page
* Support project work relating to The Carter Center request

General Responsibilities:

* Join the National Telecon and report applicable activities/updates
* Join the biweekly Junto
* Join weekly Geoinformatics & IT Team tag ups
* Read the updated DEVELOP handbook
* Engage in the VPS launch & activities – commenting/dialogue
* Support teams completion of any software release forms if applicable to their project
* Ensure all activities (conferences, presentations, outreach events, etc.) are recorded and included in tracking metrics spreadsheets
* Actively engage with and utilize DEVELOPedia
* Support and coordinate meetings and activities with advisors and project partners
* Support external publication editing and writing
* Conduct recruiting activities for future terms
* Support and coordinate any conference and/or meeting activities for your location
* Review any project presentations by participants from your node for conferences
* Support DEVELOP’s social media outputs - Facebook, Twitter
* Prepare and deliver presentations and other information as requested by DEVELOP NPO and Applied Sciences Program management
* Maintain open communication lines with Center leadership, advisors, and NPO

**Deliverables & Deadlines:**

* Help Desk Ticket Assessment – 4/15
* Node Pages on Website – 4/22
* DEVELOPedia Edits – 4/29
* Spring Projects on Website – 5/6
* Langley Seating Configuration – 5/13
* Counseling Sessions Complete – 5/20
* Google Drive Organization – 5/20
* Exchange GUI – 5/20
* Carter Center Project – 5/27
* Virtual Workshop Content – 5/27
* National Telecon Participation – 4/6, 4/13, 4/20, 4/27, 5/4, 5/11, 5/18, 5/25, 6/1
* Junto Participation – 4/8, 4/22, 5/6, 5/20, 6/3
* Offices Closed: In Observance of Memorial Day on 5/30