**Center Lead & Fellow Application Guidelines**

**General Guidelines:**

* One application can be completed to be considered for a Center Lead or Fellow.
* Center Lead positions are not open at all nodes, check the list below and the application for the specific nodes that are accepting applicants.
* Fellow Element positions are not tied to any specific node, applicants are able to select any Element and any node; Fellows can be located at any DEVELOP node.
* Typically there is only one Center Lead and one Fellow position awarded per node, this means it is highly competitive!
* Fellow and Center Lead positions are open to first-time DEVELOPers. While multiple terms with DEVELOP is a plus, it is not a requirement.
* 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.

**DEVELOP Nodes:**

**ARC**: Ames Research Center – Moffett Field, CA

**AZ**: MCDPH and Arizona State University – Tempe, AZ

**FC**: USGS at Colorado State University – Fort Collins, CO

**GSFC**: Goddard Space Flight Center – Greenbelt, MD

**ID**: BLM at Idaho State University – Pocatello, ID

**JPL**: Jet Propulsion Laboratory – Pasadena, CA

**LaRC**: Langley Research Center – Hampton, VA

**MCHD**: Mobile County Health Department – Mobile, AL

**MSFC**: Marshall Space Flight Center – Huntsville, AL

**NCEI**: NOAA’s National Centers for Environmental Information – Asheville, NC

**UGA**: University of Georgia – Athens, GA

**WC**: Wise County Clerk of Court’s Office – Wise, VA

***Position Availability by Node:***

**Center Lead**: ARC, AZ, FC, GSFC, ID, JPL, LaRC, MCHD, MSFC, WC

**Fellow**: All nodes accept applications

**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.
  + Please select all nodes that are an option for you.
* Selecting Element(s):
  + Similarly, 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.
* 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. We pay attention to the fact that you do or don’t pay attention to detail!
* 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 and foreign language proficiency (if applicable).
  + Consider the software and skills that are especially relevant to the position or Element to which you are applying.
* Personal Vision Statement, Career Goals & Personal Leadership Style:
  + These 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.
* Center Lead & Fellow Questions:
  + If only applying to one position, answer the questions that correspond to that specific position
  + If applying to both positions, answer all questions
  + If applying for a Fellow position, when completing the Fellow Element Activity Interests please consider that we use this information to begin to formulate how each Element Team could cohesively cover all tasks at hand. Share your true interests here, but also understand that if selected you may be assigned things that you didn’t select.

**Eligibility Requirements:**

**Fellow Position:**

* Eligibility:
  + U.S. Citizenship
  + Participation in at least one summer term with DEVELOP (two or more terms preferable; one of which must be a summer)
  + Ability to begin at the start of the class (early Sept) with the class of Fellows
  + Ability to work 40 hours/week in the position
  + Open to recent graduates or early/transitioning career professionals
  + College graduate w/minimum 3.0 cumulative GPA
* Logistics & Considerations:
  + Fellow positions split their time supporting the national program (~50%) and their node (~50%)
  + Awarded term is: one year, example the FY18 year is 9/5/2017 – 9/7/2018
  + One year opportunity; not eligible for renewal after the year
  + Performance reviews take place during interims following each term (spring, summer, fall)
  + Fellow candidates can apply to any DEVELOP node
  + Fellow positions are considered consultants and will not be offered health or other employment related benefits
  + Fellow rate will be a $2.00/hr increase above the base pay scale (dependent on degree held)
  + Selections are made by the NPO with inputs and agreement from node leadership

**Center Lead Eligibility & Logistics:**

* Eligibility:
  + Ability to spend 20-40 hours/week in the position
  + Minimum 3.0 GPA (at current or at most recent academic institution)
  + U.S. Citizenship
  + At least one term with DEVELOP (the current term counts), multiple are preferred
  + Open to currently enrolled students, recent graduates, and early/transitioning career professionals
* Desired Skillsets:
  + Strong leadership and communication skills
  + Proficient knowledge and understanding of DEVELOP
  + Demonstrated ability to generate project ideas and start/maintain partnerships
* Logistics & Considerations:
  + Awarded term is: one year that begins on the first day of the subsequent term from application term (ex. An applicant applies in the 2017 summer term, officially begins at the start of the 2017 fall term, and continues in the position until the interim before the 2018 fall term)
  + One year opportunity; eligible for renewal up to two years
  + The position is re-competed annually
  + Center Lead positions are considered consultants and will not be offered health or other employment related benefits
  + Center Lead candidates can only apply to specific DEVELOP nodes that have a position up for competition
  + Center Lead rate will be a $2.00/hr increase above the base pay scale (dependent on degree held)
  + Performance reviews take place during interims following each term (spring, summer, fall)
  + Selections are made by the NPO with inputs and agreement from the Advisor & Mentors at the node

**Questions?** Email or call Lauren Childs-Gleason or Karen Allsbrook