

Fellow Application Guidelines

General Guidelines:

- The Fellow position is a combination of both Center Lead and Fellow responsibilities.
- Positions are not being competed for all nodes; the application contains the nodes accepting applications.
- Applicants will select their preferred node(s), their preferred element(s), and their initiatives of interest.
- The FY20 Fellow Class will be smaller than past years meaning it will be extremely competitive.
- Fellow positions may not be filled for each element listed in the application; however, the program is seeking a Fellow for each of the nodes being competed.
- Fellow positions are open to first-term DEVELOPERS. While multiple terms with DEVELOP is a plus, it is not a requirement.

Eligibility:

- US Citizenship is required for all Fellow positions
- College degree with minimum 3.0 GPA
- One or more terms with DEVELOP
- Open to Recent Graduate and Early/Transitioning Career Professional applicants
- Ability to begin the position on Sept. 3rd, 2019
- Ability to work 40 hours/week during typical business hours
- Proficient knowledge and understanding of DEVELOP
- Strong leadership and communication skills
- Demonstrated ability to generate project ideas and start/maintain partnerships

Position Logistics:

- The Fellow position is a one-year position, renewable up to two years, and it will be re-competed near the end of each year.
- Depending on the node and the number of projects per term, the balance of center tasks vs. national tasks will vary.
- 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.
- Fellow positions have a \$2/hr increase from the base pay scale for the node where the position is located.
 - 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.
- Selections are made by NPO – SSAI with inputs and agreement from the leadership at the node of interest.

DEVELOP Nodes Being Competed:

AZ – Tempe
CA – Ames
CA – JPL
GA – Athens

ID – Pocatello
MA – Boston
MD – Goddard
VA – Langley

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 a realistic option for you.
 - If selected for a position, that selection is tied to a specific node.
- 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.
- 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.
 - Organization and ability to work on multiple tasks concurrently is important, speak to your skills in this area.
- 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

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.