Attachment A:

**Statement of Work – DEVELOP National Program**

**Position:**  Geoinformatics & IT Fellow

**Dates:** Spring Term January 25 – April 1, 2016

**Duties & Responsibilities:**

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

Reoccurring Responsibilities:

* Join the National Telecon and report applicable activities/updates
* Join the biweekly Junto

2016 Spring Term Responsibilities:

* Serve as a ‘help desk’ answering requests – track tickets and common requests
* Manage ArcGIS Online mapping activities – coordinate any content submission and story map creation, ensure appropriate credit usage, etc.
* Support GitHub account and software release activities
* Utilize term start survey content to help drive the creation of tutorials and helpful resources for project teams
* Manage dnnpy development and use within the program
* Host counseling sessions with Center Leads to identify tools and resources for specific projects
* Maintain the DEVELOP Website – make updates as requested by NPO, post spring projects, explore new layouts, etc.
* 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

General Responsibilities:

* Read the updated DEVELOP handbook
* Support the creation and submission of all project deliverables based on the deliverable list and deadlines provided below: ensure deliverables are on the proper template, use proper file nomenclature, and are reviewed by science advisors prior to submission
* Support performance reviews being conducted with participants: entry, mid-term, exit
* Support coordination of close out planning and any partner hand-offs for your node
* Engage in the VPS launch & activities – commenting/dialogue
* Support teams completion of any software release forms if applicable to their project
* Begin formulating 2016 Fall project ideas, engaging potential partners, and proposal writing
* 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:**

* Handbook Forms – 1/29
* Term Start Survey Completed – 1/29
* Gear Order – 2/2
* Newsletter Content – 3/18
* DEVELOPedia Page(s) – 3/24
* Term End Survey Completed – 4/1
* Optional Deliverables – 4/1
* Help Desk Tickets – 4/1
* Spring Projects on Website – 4/1
* National Telecon Participation – 1/27, 2/3, 2/10, 2/17, 2/24, 3/2, 3/9, 3/16, 3/23, 3/30
* Junto Participation – 2/9, 2/23, 3/8, 3/22

Offices Closed: In Observance of President’s Day 2/15