General Guidelines:

- Selections are made by NPO with inputs and agreement from the leadership at the location of interest.
- Location Fellow positions are not being competed for all locations; the application contains the locations(s) accepting applications.
- With the exception of the Virtual Location Fellow, all other positions advertised on the application require the ability to work on-site at a DEVELOP location.
- Location Fellows must be willing to oversee in-person and/or virtual teams as necessary. In the event that a location hosts only a virtual team for a given term, the Fellow is still required to work on-site.
- DEVELOP locations will follow local and institutional/location host COVID-19 guidelines (i.e. vaccination requirements, etc.).

Available Fellow Positions:

- *Location Fellow* (2 positions):
  - Positions associated with DEVELOP's 11 in-person locations
  - Fellows work on node and national tasks; balance of tasks can vary depending on the number of projects per term
  - DEVELOP nodes competing a Fellow position: Idaho – Pocatello (ID) & California – JPL (JPL)
- *Virtual Location Fellow* (1 position):
  - Virtual Fellows oversee virtual projects; little to no work on national tasks
  - *Pop-up Fellow*: Focus on project management and expanding geographic reach of DEVELOP locations; remotely manages in-person and virtual pop-up projects; recent pop-up projects have been conducted at the University of Virginia and University of Wyoming

Position Eligibility & Logistics:

- US Citizenship is required for all 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
- Ability to work in-person at a DEVELOP location
- Proficient knowledge and understanding of DEVELOP
- Strong leadership and communication skills
- Performance reviews take place 3x/year, following each term
- Fellows are considered full-time term employees and will be offered health and other employment related benefits
- **Location/Virtual Location 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.
  - Depending on the location and the number of projects per term, the balance of location tasks vs. national tasks will vary for Fellows.
  - Fellow positions have a $2/hr increase from the base pay scale*

- *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.
    - Pay rates are based on the office where the position is located or virtual work location
  - You can email Stephanie.l.burke@nasa.gov to get rates at various locations.
- Ability to begin the position on Monday, January 2nd 2023

Tips for Completing the Application:
- Selecting location(s):
  - The selection process is extremely competitive, so flexibility in which location a person is willing to serve can strengthen the chance of selection.
  - Please select all locations that are a realistic option for you given any potential relocation costs, cost of living, etc.
  - If selected for a position, that selection is tied to a specific location.
- Selecting element(s):
  - Similarly, it is ok to select multiple programmatic elements for the Fellow position 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. 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.
- 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 are important, speak to your skills in this area.
- Position Specific Questions:
  - If only applying to one position, answer the questions that correspond to that specific position.
  - If applying to multiple positions, answer all applicable questions.

Timeline:
10/16 – Application & Resume Due
10/17-18 – Schedule Interviews for Those Selected to Interview
10/19-10/28 – Interviews
11/1 – Notifications

Questions? Email Amanda Clayton (amanda.l.clayton@nasa.gov) or Stephanie Burke (stephanie.l.burke@nasa.gov)