Spring 2021 Lead/Fellow Application Guidelines

General Guidelines:
- Positions are not being competed for all nodes; the application contains the node(s) accepting applications.
- Applicants will select their preferred node(s), their preferred element(s), and their initiatives of interest.
- Lead/Fellow positions may not be filled for each element listed in the application; however, the program is seeking a Lead/Fellow for each of the nodes being competed.
- Selections are made by NPO with inputs and agreement from the leadership at the node of interest.

Position Eligibility & Logistics:
- One or more terms with DEVELOP
- US Citizenship is required for all Lead/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
- Leads/Fellows are considered full-time term employees and will be offered health and other employment related benefits.
- Lead/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.
- One-year position, renewable up to two years, and it will be re-competed near the end of each year.
- Proficient knowledge and understanding of DEVELOP
- Strong leadership and communication skills
- Demonstrated ability to generate project ideas and start/maintain partnerships
- Performance reviews take place during interims following each term (spring, summer, fall)
- Depending on the node and the number of projects per term, the balance of center tasks vs. national tasks will vary.
- Ability to begin the position remotely on Monday, January 4th, 2021

DEVELOP Node(s) Competing a Lead/Fellow Position:
Colorado – Fort Collins (CO)

Tips for Completing the Application:
- Selecting node(s):
    - If selected for a position, that selection is tied to a specific node. If the DEVELOP term is conducted virtually, these positions will also be virtual. However, if/when the DEVELOP nodes re-open for onsite work, Fellows are expected to be available onsite at their selected DEVELOP node.
- Selecting element(s):
    - Similarly, it is ok to select multiple elements if you believe your skillsets could translate to more than one.
    - This can also strengthen your chance of selection.
- Responding to questions:

- o 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.
  - o Spelling and grammar count. Attention to detail is important!
- DEVELOP Experience:
  - o If you have been part of DEVELOP for more than a year, just list the last three projects with which you've participated.
- Educational Background:
  - o Fill out this section with your most recent education information.
- Skills & Accomplishments:
  - o This section provides the candidate an opportunity to highlight technical skills, accomplishments, any foreign language proficiency or other skills
  - o Consider the software and skills that are especially relevant to the position to which you are applying.
  - o Organization and ability to work on multiple tasks concurrently is important, speak to your skills in this area.

<u>Timeline</u>:
12/17 – Application & Resume Due by 11:59p ET
12/21-24 – Interviews
12/28 – Notifications
12/30 – Deadline to Accept Position

Questions? Email Karen Allsbrook (Karen.n.allsbrook@nasa.gov) or Amanda Clayton (Amanda.l.clayton@nasa.gov).