

## **Project Coordination Fellow & Senior Fellow Application Guidelines**

### **General Guidelines:**

- You can apply for both the Project Coordination Fellow and Project Coordination Senior Fellow positions using one application.

### **Eligibility:**

- US Citizenship is required for all Fellow and Senior Fellow positions
- One or more terms with DEVELOP
- Strong leadership and communication skills
- Proficient knowledge and understanding of DEVELOP
- Demonstrated ability to generate project ideas and start/maintain partnerships
- Ability to spend 40 hours/week in the position
- Minimum 3.0 GPA (at current or at most recent academic institution)
- Ability to begin the position December 3rd, 2018

### **Position Logistics:**

- Fellow and Senior Fellow positions are expected to work full time and applicants must be available to work 40 hrs/week during typical business hours
- Fellows and Senior Fellows are considered employees of SSAI and will be offered benefits
- Performance Reviews take place three times annually during each interim following a term
- **Fellow:**
  - Fellow positions are open to Recent Graduates and Early/Transitioning Career Professionals applicants
  - The term is approximately 9 months beginning December 3<sup>rd</sup>, 2018 and ending Sept 6<sup>th</sup>, 2019
  - The Fellow position has a one term limit – Fellows are not eligible to reapply for an additional Fellow position
  - The Fellow position has a \$2/hr increase from the base pay scale\* for the node where the position is located
  - More info:  
[www.devpedia.developexchange.com/dp/index.php?title=Fellows\\_Class\\_Selecti ons](http://www.devpedia.developexchange.com/dp/index.php?title=Fellows_Class_Selecti ons)
- **Senior Fellow:**
  - The term is approximately 9 months beginning December 3<sup>rd</sup>, 2018 and ending Aug 30<sup>th</sup>, 2019
  - The Senior Fellow position has a \$3/hr increase from the base pay scale\* at LaRC
  - Eligible for renewal up to three years
- **\*Pay scale**
  - Pay scales are based on degree held and non-negotiable
  - Some locations have 'cost of living' increases commensurate with federal 'cost of living' rates
  - This means that a Fellow position at one location may be similar to, or even less than, a participant rate at a different location
  - You can email [Karen.N.Allsbrook@nasa.gov](mailto:Karen.N.Allsbrook@nasa.gov) to get rates at various locations

### **DEVELOP Nodes:**

**AL:** Alabama – Mobile

**ARC:** California – Ames (Moffett Field, CA)

**AZ:** Arizona – Tempe

**CO:** Colorado – Fort Collins

**GA:** Georgia – Athens

**GSFC:** Maryland – Goddard (Greenbelt, MD)

**ID:** Idaho – Pocatello

**JPL:** California – JPL (Pasadena, CA)

**LaRC:** Virginia – Langley (Hampton, VA)

**MA:** Massachusetts – Boston

**MSFC:** Alabama – Marshall (Huntsville, AL)

**NC:** North Carolina – NCEI (Asheville, NC)

### **Position Availability & Logistics:**

**Fellow:** All nodes accept applications, however there are two priority tiers:

Priority A Nodes: AL, CO, GA, GSFC, MA, NC

- Priority A nodes currently do not have a fellow
- If possible, priority A Node positions will be filled before Priority B Nodes
- Priority A Node Fellows at AL will take on a small subset of Center Lead duties such as day-to-day office and project management, partner engagement, and participant support
  - AL Fellow responsibilities will be roughly: 25-50% CL duties, 50-75% national duties

Priority B Nodes: ARC, AZ, ID, LaRC, JPL, MSFC

- Priority B nodes currently have a fellow for FY19
- Fellow responsibilities will be roughly 10-25% node support, 75-90% national duties
- Fellows at AZ & ID will take on a small subset of Center Lead duties such as day-to-day office and project management, partner engagement, and participant support

### **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.
  - If selected for a position, that selection is tied to a specific node.
- 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!
- 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.
- Educational Background:
  - Only fill out one of these sections – choose the one that aligns with your applicant classification (either Recent Grad and Early/Transitioning Career Professional or a Currently Enrolled Student)
- 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 or Element to which you are applying.
  - Organization and ability to work on multiple tasks concurrently is 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 both positions, answer all questions

**Questions?** Email or call Amanda Clayton or Karen Allsbrook