



**SOLAR**

Student On-Line Application for Recruiting Interns, Fellows, and Scholars

*Student On-Line Application for Recruiting  
Interns, Fellows and Scholars*

March 5, 2010



# Key Roles in SOLAR



Key Role	SOLAR Functions
<p data-bbox="85 304 256 344"><b>Student</b></p> <p data-bbox="85 425 484 729">Undergraduate, Graduate, or High School Senior seeking a NASA internship, fellowship or scholarship opportunity</p>	<ul data-bbox="544 304 1798 751" style="list-style-type: none"><li>• Complete interest profile and search for all NASA opportunities</li><li>• Complete one application to be viewable by all NASA mentors</li><li>• Request assistance in completing application process if required</li><li>• Upload unofficial transcript</li><li>• Request letter of recommendation</li><li>• Express interest in up to 15 unique opportunities</li><li>• Receive electronic offer prior to receiving an official offer letter</li><li>• Accept/decline offer within 5 business days</li><li>• Update existing application for future sessions</li></ul>
<p data-bbox="85 849 237 889"><b>Mentor</b></p> <p data-bbox="85 971 436 1275">Scientist or engineer who provides oversight to students in internships and fellowships at NASA, academia or industry</p>	<ul data-bbox="544 849 1615 1143" style="list-style-type: none"><li>• Submit opportunity requirements</li><li>• Review applicants interested in mentor's opportunity</li><li>• Search student applicant pool for specific qualifications</li><li>• Select top 3 – 5 candidates for an opportunity</li><li>• Update opportunity requirements in subsequent cycles</li><li>• Receive notification of student's acceptance of offer</li></ul>

# Key Roles in SOLAR (continued)



Key Role	SOLAR Functions
<p><b>NASA Center Education Office</b></p> <p>Individuals who work with mentors to fill opportunities and designate funding sources for opportunities</p>	<ul style="list-style-type: none"> <li>• Solicit opportunities from prior and current mentors</li> <li>• Review opportunity for completeness</li> <li>• Post opportunities for students to view</li> <li>• Receive mentor's selection of top 3 – 5 candidates</li> <li>• Convene Center Panel to determine student to receive offer</li> <li>• Match opportunities to funding sources</li> <li>• Extend electronic offer to student</li> <li>• Receive notification of student acceptance or decline of offer</li> </ul>
<p><b>Broker-Facilitator</b></p> <p>Non-profit organization that serves as an advocate for students seeking internships, fellowships, and scholarships</p>	<ul style="list-style-type: none"> <li>• Recruit students from all types of Higher Education institutions</li> <li>• Collaborate with institutions (school counselors, faculty &amp; deans)</li> <li>• Collaborate with professional advocacy orgs, NASA, Academia &amp; Industry</li> <li>• Provide info on all NASA internships/fellowships/scholarships</li> <li>• Assist students with application process when requested</li> <li>• Host NASA Higher Ed virtual community awareness training &amp; leadership development sessions</li> <li>• Review metrics to ensure coverage of institutions</li> </ul>

# Benefits to the Student of the To-Be Process



- Ability to search and apply for all types of NASA internship/fellowship/scholarship opportunities in one system
- Assistance with application process and in understanding desired skills
- Standard application and selection processes across NASA
- Standard NASA schedule for applying to Spring, Summer and Fall sessions
- Recruitment expanded to include all types of institutions across the country
- Career and leadership opportunity workshops available
- Ability to express interest in 15 specific opportunities
- More efficiency in NASA processes to expedite the offers
- More efficient on-boarding processes once offer is accepted
- Ability to re-apply for future sessions by updating existing application from previous session