

Host Office Information

Name of Federal Agency

NOAA Line Office (if applicable)

Name of Office

Are you allowed to host foreign nationals in your office?

Is this a joint position (hosted by two offices)? If so, list additional contact information.

Position Description

Position Title

Portfolio Summary - Fellows need to understand what your host office is looking for. Please list the major topics and portfolios a fellow would be working on for the year. We understand that importance of these might change due to current events.

Expertise desired of fellow - Please list any details regarding the background and/or experience you would like your fellow to have. Include preferred working styles.

Travel within DC (days per month)

Travel outside of DC (days per month)

Contact Information

Name

Title

Email address

Phone

Office Location

Has your office hosted a Knauss Fellow in the past?

Have you hosted a Knauss Fellow in the past?

Host Presentations

Preferred Presentation time slot

Presenter name (if different from main POC)

Presenter email address (if different from main POC)

Host Interviews

Location – Building Address, Room number

Metro stop (if metro accessible)

Detailed directions - Specific entrance, security instructions, landmarks

Phone number to contact for security escort - Fellows will need to be escorted through security. What number should they call when they arrive?