

Education Program Coordinator - Aerospace/Space Studies

Posted Date 10/5/2020
Closing Date 10/19/2020
Department Space Studies
Location Grand Forks
Starting Salary \$42,500
Employment Type Full-Time

[APPLY](#)

Description

The ND Space Grant Consortium (NDSGC) is a state-wide, NASA-funded program, under the NASA Office of STEM Engagement. The NDSGC fulfills the Space Grant mission by involving ND faculty, students, and K-12 teachers and students in multi-institutional, collaborative, NASA-relevant research and education projects, while also educating the ND citizenry about NASA, its purpose, and its missions. NDSGC activities demonstrably increase the qualified STEM and technical workforce that is necessary to accomplish NASA's goals while also contributing to the general education and welfare of the ND populace.

ND NASA EPSCoR is a state-wide, NASA-funded program, under the NASA Office of STEM Engagement. The goal of NASA EPSCoR is to provide seed funding that will enable jurisdictions to develop an academic research enterprise directed toward long-term, self-sustaining, nationally-competitive capabilities in aerospace and aerospace-related research.

The Education Program Coordinator serves as the Coordinator for the NDSGC. The Coordinator manages the day-to-day activities of programs and the projects funded under the NDSGC. This individual's responsibilities include providing support to the Deputy Director in preparing proposals and annual reports, including budgetary details, and submitting these documents to NASA. Programmatic responsibilities include oversight of NIF (NASA Internship and Fellowships), MDAP (Mission Directorate Aligned Projects), CAP (Competitively Awarded Projects), RID (Research Infrastructure Development), CAN (Cooperative Agreement Notice), and Synergistic NASA EPSCoR programming under the Deputy Director and Director. This individual will also supervise the Graphic Artist in Space Studies and student employees (e.g. GRAs and STEM Ambassador students). They will also serve as a positive interface with all NDSGC stakeholders within the University, state, and country.

Duties & Responsibilities

- NIF (NASA Internships and Fellowships) – NDSGC
 - Manage the following programs under the Deputy Director. The Coordinator will assist the Deputy Director with NIF-1, 2, 3, and 4. The Coordinator will lead duties related to NIF-5.
 - NASA Internships (NIF-1)

- Industry Internships (NIF-2)
 - Graduate Research Fellowships (NIF-3)
 - Undergraduate Research Stipends (NIF-4)
 - Bridge Research Stipends (NIF-5)
- MDAP (Mission Directorate Aligned Projects) – NDSGC
 - Manage the following programs under the Deputy Director. The Coordinator will assist the Deputy Director with MDAP-5, 6, 7, 8, 9, and 10. The Coordinator will lead duties related to MDAP-1, 3, 4, and 11.
 - Student Scholarships (MDAP-1)
 - Graduate Assistantships (MDAP-2)
 - STEM Ambassador Program (MDAP-3)
 - Travel Grants (MDAP-4)
 - High Altitude Ballooning Initiatives (MDAP-5)
 - Human Space Flight Laboratory (MDAP-6)
 - Special Needs Education Initiative (MDAP-7)
 - In-service Educator Workshops (MDAP-8)
 - Pre-service Educator Workshops (MDAP-9)
 - Synergistic Activities (MDAP-10)
 - STEM Outreach Events (MDAP-11)
- CAP (Competitively Awarded Projects) – NDSGC
 - Manage the following programs under the Deputy Director. The Coordinator will assist the Deputy Director with CAP-2, 3, 4. The Coordinator will lead duties related to CAP-5, 6.
 - Faculty Seed Research Grants (CAP-1)
 - Faculty Course Development Stipends (CAP-2)
 - Student STEM/NASA Competition Teams (CAP-3)
 - College Student Research Mini Grants (CAP-4)
 - Affiliate Mini Grants (CAP-5)
 - Educator Mini Grants (CAP-6)
- ND NASA EPSCoR - CAN (Competitively Awarded Projects), RID (Research Infrastructure Development) Project, and Day to Day Tasks
 - CAN proposals are competitively funded at the NASA level. These duties include assistance with the following: RFPs, review of pre-proposals, submission of selected proposals to NASA, and management of selected awards under the Director. These include Rapid Response Research (R3) proposals and three-year NASA CAN grants.
 - RID proposals are competitively funded internally. These duties include assistance with the following: RFPs, review of proposals, and management of selected awards under the Director. These awards include seed research grants, travel grants, and synergistic activities.
 - Day to day tasks may include assisting the Deputy Director and Director with: annual reporting, proposal writing, and budget evaluation.
- NDSGC Management and Day to Day Tasks
 - Assist the Deputy Director with the following activities:
 - Annual reporting
 - Proposal writing

- Budget evaluation
- Participate in travel to National, Regional, and annual Space Grant Meetings
- Participate in workshops, trainings, and professional development activities

Required Competencies

- Experience in preparing reports, budgets reconciling accounts, tracking and overseeing financial and award payment transactions
- Ability to learn and adapt to ongoing change in an extremely fast-paced work environment
- Excellent overall technology skills, and ability to use standard office suite and computer software
- Ability to organize, prioritize, and manage multiple tasks
- Ability to work independently and within a collaborative team
- Strong written and oral communication and interpersonal skills, and ability to work with a diverse group of individuals within the University of ND community
- Work a flexible schedule, including occasional evenings and weekends to accommodate program needs. Travel is also required
- Passion for NASA and STEM national goals and priorities
- Passion and knowledge of space sciences
- Ability to work in close and strong partnership with university, staff, faculty, and students

Minimum Requirements

- Bachelor's Degree in STEM related field (science, technology, engineering, or mathematics), Education, or Communication
- Experience working with K-12, college student, teacher, and faculty populations in STEM education initiatives.
- Experience with project coordination, grant applications, report writing, preparing and managing budgets, project/program management, organizing meetings.
- Experience working with diverse communities and individuals.
- Valid Driver's License.
- Successful completion of criminal history records check.

In compliance with federal law, all persons hired will be required to verify identify and eligibility to work in the US and to complete the required employment eligibility verification form upon hire.

Preferred Skills Qualifications

- M.S. in Space Studies.
- Experience conducting outreach with K-12 students and the general public
- Experience conducting professional development for educators in NASA/STEM
- Experience working with individuals with special needs or disabilities

Minimum Hiring Salary/Position Classification

\$42,500+/year, Full-time, Exempt

Work Schedule/Start Date

Work schedule may vary and travel is required.

Benefits

Includes single or family health care coverage (premiums paid for by the university), basic life insurance, EAP, retirement plan, tuition waiver, annual and sick leave. Optional benefits available: supplemental life, dental, vision, flexible spending account, supplemental retirement plans.

To Apply

For full consideration, all application materials must be fully submitted by 11:59PM on the closing date.

Additional Information

To find out why living and working in Greater Grand Forks is way cooler, check out [Grand Forks is Cooler](#).

All information listed in this position announcement will be used by Human Resources, the Hiring Department, and EO/Title IX for screening, interviewing and selection purposes.

Confidentiality of Application Materials

Pursuant to NDCC 44-04-18.27, applications and any records related to the applications that identify an applicant are confidential, except records related to the finalists of the position, which are open to the public after the search committee has identified the top three finalists who will be invited to campus.

EEO Statement

The University of North Dakota is an Affirmative Action/Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or other protected characteristic. Women, minorities, veterans, individuals with disabilities, and members of other underrepresented groups are especially encouraged to apply. Applicants are invited to provide information regarding their gender, race and/or ethnicity, veteran's status and disability status as

part of the application process. This information will remain confidential and separate from your application.

Veteran's Preference

Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 or NGB 22 and if claiming disabled status, a current letter of disability from the VA dated within the last 12 months.

Clery Statement

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of North Dakota publishes an Annual Security and Fire Safety Report. The report includes the university's policies, procedures, and programs concerning safety and security, as well as three years' of crime statistics for our campus. As a prospective employee, you are entitled to a copy of this report. The report and statistical data can be found online at UND.edu. You may also request a paper copy of the report from the UND Police Department located at 3851 Campus Road, Grand Forks, ND, 58202.