



NDSGC Student Funding Opportunities

NDSGC Balloon Program Coordinator (GRA)

Eligibility

- U.S. Citizen
- On-campus Space Studies Masters Student
- Minimum GPA of 3.0
- Thesis track, pursuing NASA-relevant and space-related research
- Must be able to work weekends and flexible hours

Due Dates

Fall Semester: July 26th

Spring Semester: December 9th

High Altitude Balloon Program Coordinator – Requirements

The Program Coordinator must be a self-driven, motivated, and organized graduate student with a passion for delivering high altitude balloon pedagogies to K12 students across North Dakota. Responsibilities include mastery of operation procedures and contribution of their own visions to the program. At the end of the award period, the GRA must transfer procedural knowledge to the next student, ensuring a smooth transition and contributing to the program's success. The Balloon Program Coordinator must collaborate with the Flight Directors, Flight Safety Officer, and Education Coordinator throughout all ballooning activities.

The GRA must coordinate the annual Near-Space Balloon Competition (NSBC), held during the fall semester. The NSBC requires students to possess strong problem-solving skills, ability to work in a team, a strong work ethic, and the ability to orchestrate numerous logistics between all participating teams, simultaneously. *Also, it is recommended, but not mandatory, to obtain a technician-level amateur radio certification.*

Application Requirements:

1. Resume
2. 500-word essay describing your qualifications in regards to position requirements. This essay should include any past coordination or team-based experience, potential reactions to high-pressure or time-sensitive operations, and a description of alignment of this GRA with academic and career goals.

Email submissions to: msaad@space.edu

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Potential Ballooning GRA Job Requirements

- Weekly Meetings
 - Lead weekly meetings
 - Take and distribute the meeting minutes
 - Establish action items and overseeing teammates' responsibilities
 - Communicate with the NDSGC team on weekly updates and status updates

- NSBC
 - Read the Near-Space Balloon Competition (NSBC) handbook before ballooning operations begin
 - Act as the NSBC lead and main point of contact for educators, media, and students
 - Monitor and use the NSBC email to communicate with teachers
 - Stay in continuous communication with the K12 educators
 - Edit and distribute the NSBC proposal
 - Conduct the mid-competition web conferences
 - Provide feedback and support for the design and construction process
 - Assist educators when planning the integration night travel and lodging
 - Lead integration night, including the introduction and team presentations
 - Coordinate the launch and recovery logistics
 - Guide educators through the post-launch report procedures
 - Host the post-NSBC awards ceremony

- Technical Ballooning Responsibilities
 - Monitor the radio equipment, GPS trackers, and other payloads
 - Conduct filling, launching, and tracking operations
 - Follow the FAA and FCC regulations
 - Follow UND's Safety Regulations

- Social Media
 - Maintain the NSBC and local ballooning Facebook and Twitter

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