



AEROInstitute
AEROSPACE | EDUCATION | RESEARCH | OPERATIONS

Intern/Fellow Programs Specialist

The AERO Institute currently has one contract position available at the Palmdale/Edwards, CA location for a Intern/Fellow Programs Specialist.

The incumbent will support the NASA Dryden Flight Research Center Office of Education and the AERO Institute's education programs.

Duties of the Intern/Fellow Programs Specialist will include:

- Oversight of the administrative process for grants to students and faculty. This will include workshops, presentations and post award administration in support of educating the Higher Education Community on the grant competitive process and other NASA and partnership opportunities
- Day-to-day management of internships for students and fellowships for faculty. This will include recruitment for the student and faculty programs, orientation, coordination and attendance at field trips, coordination of all programs, training, development of symposia, assisting with schedules and travel arrangements, coordination of housing and roommate assignments, administering pre and post surveys and distributing payroll checks to participants.
- Effective communication with mentors, students, and other staff and management.
- Evaluation and reporting of outcomes and results in an evaluation database.
- Other duties as assigned.

Qualifications: Bachelor's degree required. **Must be a U.S. Citizen.** Incumbent must have a good working knowledge of standard office software, detail-oriented, responsible and mature. Must be able to maintain confidentiality, be self-motivated and work well under pressure. Experience in working with STEM/Education programs desirable. Ability to work with students on a one-on-one basis and in groups. Excellent organization and communication skills. Willingness to work in a fast-paced environment, which often demands flexibility, travel and evening and weekend work.

- Part time (NTE 32 hours per week) Term Employee – 1 year
- \$20-25/hour; Commensurate upon experience
- Work location: AERO Institute in Palmdale and NASA Dryden Flight Research Center on Edwards AFB

Application Period: Immediate. Until filled.

Please email your cover letter and resume to jobs@aeroi.org