



**AERO**Institute  
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## University Research Center Project Coordinator

The AERO Institute is a partnership of individuals; Federal, State and Regional governments; commercial companies; academic institutions; non-profit addressing our nation's need for technically skilled workforce and Science, Technology, Engineering, and Math education at all levels. Under this partnership the AERO Institute works collaboratively and with NASA Dryden Flight Research Center on the development and implementation of a variety of education and outreach programs.

The NASA University Research Centers are multidisciplinary research units established at minority institutions to focus on a specific area of NASA interest. The **University Research Center Project Coordinator** is a term employee supporting NASA Dryden's Education Office in the implementation of this national project. This position will be located at the AERO Institute in Palmdale, CA and NASA Dryden Flight Research Center. Some travel may be required.

**Salary Range:**

Salary Commensurate with Experience

**Job Type:**

Full Time - Term Employee

**Open Period:**

Until Filled

**Duty Location:**

Palmdale, CA and Edwards, CA

**Job Summary:**

The incumbent will work directly under the supervision of the Executive Director and will directly support the programs of the AERO Institute and NASA Dryden's Education Office. The supervisor provides general direction to the incumbent. The incumbent works with a distinct degree of technical authority and is responsible for planning, designing, and carrying out the work independently. Completed work is reviewed for consistency with standards and policy and for responsiveness to the client. The incumbent is responsible for carrying out assignments in a resourceful and professional manner and is responsible for determining priorities, meeting deadlines, and daily operations. The incumbent should ensure the efficient, cost-effective operations of the programs.

The incumbent performs administrative and/or program support work, such as assisting in the planning, research, analysis, communication, administration and serving as a liaison. The overall performance of the project staff will be evaluated mid term and annually.

**Major Duties:**

- Works in direct support of the NASA University Research Center Project Manager and Administrator
- Responsible for developing and or drafting most correspondence to URC affiliates for submission to the Administrator.
- Serves as the administrative point of contact to assist in the dissemination and receipt of URC project information and when appropriate forwards that information to the Project Manager and/or Administrator.
- Develops tracking system to ensure that all URC reporting guidelines are met timely. Immediately sends communication to the Project Administrator concerning late reports.
- Works with Project Administrator in developing the Annual URC symposium, workshops and/or technical assistance forums using a variety of tools that assist URCs in achieve project goals and assist MIs with strengthening competencies with the current NASA missions.
- Develop communications, evaluations or reports concerning URC site visits to include but not limited to the recommended site review agenda, request for site review report and other communications deemed appropriate.
- Ability to develop power point presentations for the Project Manager and/or Administrator.
- Assist with developing and/or formatting the annual URC brochure and bi-annual URC Journal.
- Ability to perform project monitoring and control for URCs including risk, issue and action items tracking.



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- Provide support to the Administrator in terms of creating spreadsheets, weekly and monthly project status reports, briefings, etc.
- Responsible for tracking project milestones and making necessary recommendations to the Administrator.
- Ability to prepare for and facilitate meetings as required including producing detailed meeting minutes.
- Collect relevant project information to help compile the monthly status report and briefing.
- Support requests from the Manager and Administrator requiring editing, problem solving, and administrative skills.
- Assists with the development and implementation of the project plan, evaluation plan, annual and technical reports, presentations and other communications

**Education and Experience:**

- Bachelor's or Master's degree in a relevant discipline (i.e. STEM, Business, Education, or Public Administration) or the equivalent combination of education, professional training, or work experience.
- Solid hands-on experience with MS Project, MS Word, MS Excel and MS Power Point.
- Possession of a valid drivers license

**Knowledge and Abilities:**

- Demonstrated organizational, administrative processing, program implementation and public relations skills.
- Ability to work independently and in professional teams
- Good organizational and communication (verbal and written) skills
- Some knowledge of grants and contract federal laws
- Multi-tasker, quick-learner, ability to adapt, improvise and overcome obstacles.
- Extremely computer proficient including MS Office, web research, email, database management, file management
- Meeting, event and conference planning a plus
- **Must be a U.S. Citizen.**

**Benefits:**

- Health (Employer provides monthly allowance)
- Dental
- Vision
- Direct Deposit

**To Apply:**

Mail or fax **cover letter and resume:**

AERO Institute  
Attn: Human Resources  
38256 Sierra Highway, Suite A  
Palmdale, CA 93550  
Fax: 661-265-9548

Or email **cover letter and resume** to [jobs@aeroi.org](mailto:jobs@aeroi.org)