

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

Spring Semester: December 15th

Fall Semester: May 15th

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 K-12 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 other GRA students, 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 will coordinate the K-12 Mega-Launches, scheduled for Spring of 2018. This position demands strong problem-solving skills, ability to work in a team, a strong work ethic, and the ability to orchestrate numerous logistics between all K-12 students, simultaneously. *Also, it is recommended, but not required, to obtain a technician-level amateur radio certification.*

Application Requirements:

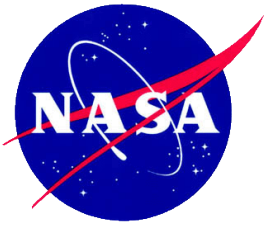
1. Resume
2. 500-word essay describing your qualifications in regards to position requirements. This essay should include any past coordination or team-based experience, potential reactions to high-pressure or time-sensitive operations, and a description of alignment of this GRA with academic and career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

Email submissions to: msaad@space.edu

Jim Casler, Director
(701)-777-3462
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Marissa Saad, Coordinator
(701) 777-4161
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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
 - Pre-meeting set-up 15 minutes prior to the start of the meeting
- Mega-Launches
 - Coordination and communication between K-12 teachers
 - Potential visits to K-12 schools, throughout the construction process
 - Engagement of the K-12 students, teaching them about the launch procedures
 - Lead the post-flight review and wrap-up.
- 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 K-12 and local ballooning events on NDSGC's social media

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