
Staff Vacancy: CAN-RGX Assistant Project Manager

The Canadian Reduced Gravity Experiment (CAN-RGX) Design Challenge is a competition that targets post-secondary students at academic institutions across the country. Following a successful campaign in 2017 that led to 4 teams flying experiments aboard the National Research Council of Canada (NRC) Falcon 20, the current iteration is progressing forward into Summer 2018. SEDS-Canada is currently hiring an Assistant Project Manager to aid in team communications and organizational activities related to the competition.

The Assistant Project Manager will work with the CAN-RGX Project Manager to handle logistics leading up to the event in Summer 2018. The individual will undertake several tasks, including being the point of contact for students participating in the competition and reviewing progress reports.

SEDS-Canada is seeking a passionate individual interested in taking on an important role in one of our premier university technical challenges. No experience is required, but the applicant should have strong managerial skills and some technical knowledge. The most important aspect of being a part of SEDS-Canada is the willingness to learn, while a passion for space is highly encouraged.

Primary duties:

- Communicate with student teams to ensure a thorough understanding of deliverable requirements
- Review progress reports and provide feedback
- Assist Project Manager in communications with the NRC and any other tasks that may arise
- Build a network of Subject Matter Experts from academia and industry to assist students with technical problems

Requirements:

- Time: 2-3 hours/week
- Excellent organizational & communication skills
- Self-motivated & independent
- Background in technical project management is an asset

Managerial experience is an asset, but the most important fulfillment is a willingness to learn in a fast-paced and professional environment. This is an unpaid volunteer position. Apply today by sending your resume, cover letter, and any other relevant materials to work@seds.ca by January 31st, and we'll get back to you to set up an interview if you are selected.