



Southeastern Universities Research Association Position Posting

POSITION TITLE: CRESST II Science Support Specialist
REPORTS TO: SURA Director of Administration & Human Resource Services
LOCATION: NASA Goddard Space Flight Center

POSITION SUMMARY:

Under the day-to-day supervision of the GSFC Center for Research and Exploration in Space Science & Technology (CRESST II) Program Manager, the Science Support Specialist coordinates the delivery of recruitment and on-boarding services for the CRESST II program and is responsible for providing information to program personnel regarding policies and procedures. The Science Support Specialist will perform a variety of staff support functions and provide general program support; maintaining records, files and databases of personnel actions, evaluations, and tenure; and assisting in ensuring that recruitment and personnel functions conform to all applicable program and regulatory requirements.

MAJOR RESPONSIBILITIES:

- Attend all GSFC on-boarding meetings and coordinate arrival and on-boarding requirements for all new CRESST II scientists as necessary.
- Obtain security badges for new employees, and renewals as required; terminate as needed.
- Assist scientists in obtaining IT access.
- Assist sponsors with foreign national security technology transfer control plans (STTCP).
- Compile CRESST II scientist publications each quarter, and put into CARS.
- Administer CRESST II recruitments; acknowledge applications, contacting references, and maintain status records.
- Organize orientation and exit meetings for all CRESST II staff members. Conduct orientation and exit interviews as back up to the Program Manager.
- Maintain all personnel records and files.
- Maintain/update staff listing at least monthly.
- Maintain listing and current status of all pending hires and terminations; to enable monitor and track developments.
- Maintain and update CRESST II Website and CARS site, with content provided by Program Manager and Management Council Members.
- Handle 20-4 documentation for GFE assigned to CRESST II staff & provide to Business Manager.
- Maintain quality assurance (for employee and GSFC contacts) database(s) and prepare monthly complaint/developments/contact reports for Management Council.
- Assist the Business Manager in providing support and training for CRESST II scientists writing research proposals.
- Coordinate and track all contact between program scientists and the CRESST II administrative and/or managerial personnel to ensure individual engagement at least semi-annually.

EDUCATION:

- BS degree in humanities, science, or computer sciences. Demonstrated project management experience desirable.

TYPE AND AMOUNT OF SKILLS AND EXPERIENCE:

- Experience in a scientific, educational, or R&D organization is desirable.
- Proficiency with office technologies. Strong Microsoft Office skills and experience with database (MYSQL), HTML editing, and management information systems in a customer service environment. Working knowledge of web-based applications and accessibility.
- Excellent verbal as well as written communication skills, including spelling, punctuation, and grammar. Attention to detail and accuracy essential.
- Strong interpersonal skills and adaptability. Demonstrates initiative with a customer service orientation.
- Experience and demonstrated ability to perform office support activities, including planning, organizing, and facilitating activities with internal staff and external stakeholders.
- Proficiency in gathering and monitoring information and problem analysis. Sound judgment and problem solving skills required.
- High degree of integrity, professionalism, and discretion when working with confidential, personnel- or business-sensitive materials.

Interested applicants should send cover letter and resume to jobs@sura.org or mail to: SURA, Office of Human Resource Services, 1201 New York Avenue, NW, Suite 430, Washington, DC 20005.

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