

# Programme & Engineering Coordinator for University Education (M/F)



2019-002-NL-SERV-ENG-PECUE

*The ESA Academy is ESA's overarching educational programme for university students from ESA Member and Associate States\*. Through a tailored transfer of space know-how and interaction with space professionals, the ESA Academy takes the students through a learning path that enriches their academic education. As a result, the students can enhance their skills, boost their motivation and ambitions, become acquainted with the standard professional practices applied nowadays in the space sector, and be better prepared for the labour market.*

The successful candidate will be based in Noordwijk, The Netherlands, with occasional travels to Redu (Belgium) or other in EU.

## Tasks and Responsibilities

The candidate will report to the Head of the ESA Academy Unit, and will support him for the coordination of educational CubeSat programmes conducted by the Education Office, throughout all phases of their lifecycle. A central attention shall focus on supporting the Programme Coordinator of "Fly Your Satellite!" in the organization and conduct of the programme, starting since the definition of the new programme cycles, from the call for proposals the development phase, up to and including launch, mission operations, and post-flight activities.

The tasks will include:

- Support the preparation and the publication of the Call for Proposals for the student projects, the review and the evaluation of the proposals, and the projects selection process
- Liaise with the partners and/or with the organisations which are involved in the conduct of the student hands-on project (universities, space agencies, industries, or other associations, and ESA colleagues)
- Liaise with the student teams involved in the ESA Academy's hands-on space projects, to ensure they receive the due financial or logistics support
- Coordinate the technical supervision of the student projects (with the support of professional specialists from ESA and the other partners, as available), to ensure compliance to requirements, applicable standards, and good space engineering practice
- Supervise the preparation & conduct of meetings, reviews, test campaigns, and workshops or conferences;
- Define the deliverables and project objectives to be achieved by the CubeSat teams participating at the different levels of the "Fly Your Satellite!" programme
- Monitor the technical baseline of the relevant projects, and review the project documentation to ensure compliance with requirements, applicable standards, and good space engineering practice
- Support and review the satellites AIV (Assembly, Integration and Verification) campaigns (to be performed at the ESTEC test facilities, or at facilities located elsewhere)
- Liaise with the Young Graduate Trainees involved in the satellite projects of the Education Office, and support the Head of the ESA Academy Unit for their coordination
- Support the definition, the organization, and the conduct of the ESA Academy activities
- Liaise with the colleagues of the Education Office in charge of Outreach coordination, to the scope of supporting the outreach initiatives on the ESA education satellites.

### Space Applications Services NV/SA

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## Qualifications and Experience

- University degree (at least at MSc level) in Space Systems Engineering, or equivalent
- Proven experience in satellites, small satellites or other space hardware AIV
- Project management experience in engineering and/or educational project
- Knowledge of the university student programmes conducted by ESA's Education Office is an asset
- Prior experience in working with the Fly Your Satellite! Programme is an asset.

## Candidates will have the following skills

- Strength to cope with schedules and deadlines
- Ability to synthesise, summarise and draw conclusions
- Ability to adhere to strict standards of confidentiality
- Ability to work in distributed international teams
- Excellent organisational and communication skills
- A proactive approach, with initiative and ability to work independently
- Excellent written and spoken English.

## What Do We Offer?

- Working for a growing company with Staff located in Belgium, Germany, the Netherlands and the USA
- An interesting remuneration package with a relocation allowance, if applicable
- A full time position with an indefinite contract of employment.

**Candidates shall be eligible to work in the European Union or in possession of a European Blue Card for two or more years.**

**We are looking for someone to start as of 01<sup>st</sup> March 2019**

- Send your CV and Motivation Letter (both in English) to [jobs@spaceapplications.com](mailto:jobs@spaceapplications.com)
- For this position, the contact person is **Mr. Olivier Lamborelle**.

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