

American Institute of Aeronautics and Astronautics
Position Description

Position Title: Manager, Student Programs

Team: Programs

Reports To: Director, Programs

Basic Purpose:

- Responsible for coordinating all functions and programs of AIAA pertaining to aerospace education at the university and college levels

Accountability:

- Oversees all student member activities, including new members, member renewals
- Coordinates U.S. participation in international student conferences
- Administers undergraduate/graduate scholarship program including advertising/marketing and distribution of monies to winners
- Coordinates development of requests for proposal for annual design competitions in cooperation with AIAA Technical Committee representatives
- Serves as Publisher *AIAA Student Journal Online*
- Serves as direct liaison to the Student Activities, Academic Affairs and Aerospace Department Chairs Committees
- Serves as the direct liaison between AIAA and ABET
- Develops, administers budgets for Student Programs and *AIAA Student Journal Online*
- Assists staff in planning and execution of regional and national student conferences, as needed.
- Additional projects as necessary

Position Skills:

- Excellent oral and written communication skills
- Strong negotiation skills
- Strong presentation and meeting facilitation skills
- Ability to effectively and efficiently utilize computer and web applications
- Excellent computer skills including Web, Word and Excel
- Ability to develop and implement meeting plans
- Strong motivational skills
- Excellent organizational and planning skills, required

- Strong interpersonal and customer service skills, required

Position Dimensions:

- Moderate independent travel (including internationally)
- Direct supervision of \$100,000 budget, impact/input on \$750,000 budget
- Coordinate/assist 160 student branches
- Interface with students, faculty advisors, three national AIAA committees and an AIAA Vice President
- Work with a variety of individuals and organizations to coordinate their needs while maintaining the rules and integrity of the Institute

Requirements/Qualifications:

- Bachelors degree in Aerospace, Aeronautical, or Mechanical Engineering
- Knowledge of aerospace industry
- Previous experience with AIAA as student or professional, preferred
- Ability to handle pressure and multiple tasks
- Ability to work autonomously and within a team environment
- Excellent oral and written communication skill