

**Announcement for Inter-Agency Personnel Agreement (IPA)**  
**University Affairs Officer, NASA Ames Research Center**  
**Moffett Field, CA.**

The Office of Education and Public Outreach at NASA Ames Research Center (ARC) implements high-quality and meaningful education experiences that enhance the Nation's STEM pipeline while informing the public of our unique missions and discoveries. NASA's Communications and Education functions are both essential elements in inspiring, informing, engaging and educating the public, and each plays a critical role in increasing the public's understanding and appreciation of NASA and STEM. A vital part of providing these opportunities are engaging, and collaborating with, academia and higher-learning institutions in order to maximize the efficiency and capacity of STEM competencies in the future workforce.

**Roles & Responsibilities**

The University Affairs Officer (IPA) is a public facing position that represents NASA in the institutions of higher learning, and with community-based STEM organizations. For this position, the University Affairs Officer shall:

- Develop partnerships with Universities, educational Non-Profits, and STEM originations, in order to enhance both NASA's goals as well as the entities.
- Facilitate faculty interactions with Ames' researchers and scientists.
- Function as the NASA Internships, Fellowships and Scholarships (NIFS) lead.
- Function as the Agency lead for Fellowships (NIFS LOB).
- Serve as a subject matter expert in higher education with special emphasis on program development and implementation that attract and maintain students within a STEM pipeline.
- Develop proposals and solicitations for the Office of Education that seeks to align activities with NASA and CoSTEM's efforts.
- Review and evaluate proposals from Universities & educational Non-profits in areas of STEM education and NASA relevant research.
- Function as a technical officer for various agreements.
- Design, develop, implement, and evaluate STEM education programs.
- Conduct an analysis of current STEM education research, both current and trending, in order to facilitate new approaches for the execution of programs designed to develop and train technical workforce for the Nation and NASA.
- Facilitate relationships with other Federal Agencies to enhance undergraduate and graduate learning.

**Desired Skill-Sets & Competencies**

For this position the incumbent shall possess the following skill-sets and competencies:

- Critical thinking

- Project management
- Budget management
- Risk management
- Acquisitions management
- Communication (oral/written)
- Technical writing skills
- Program development experience
- Programmatic evaluation and assessment experience
- External/Internal awareness and expertise in field of Education
- Process management skills
- Planning/Goal setting/Roadmap skills
- Organizational leadership experience
- Computer skills (office suites)
- Research/Analysis Experience
- Time management/optimization skills
- Interpersonal Skills
- Teamwork and Cooperation Skills
- Work Ethics
- Multicultural Knowledge/Awareness
- Higher Education Administration experience
- Fellowships, Scholarship, internship program development & management
- STEM research experience
- Instructor experience at higher-education institutions
- Grant management & assessment