POSITION TITLE (NUMBER): GESTAR II Administrative Assistant

REPORTS TO: Special Projects Manager

POSITION SUMMARY:
The Program Administrative Assistant coordinates the delivery and tracking of program activities and resources, including program transactions, records, files, and databases; performs a variety of general program support and reporting functions, including responding to inquiries and collecting, assembling, and distributing information; produces internal and external communication materials including formatting, proofreading, copying, packaging, and distributing. Full COVID-19 vaccination is required. Accommodations due to medical or religious reasons will be accepted.

MAJOR RESPONSIBILITIES:
− Maintain lists.nasa.gov e-mail exploders for GESTAR II and partner employees.
− Arrange appointments, as requested, for GESTAR II Director, Program Manager, and Associate Directors.
− Maintain office equipment and supplies needed for GESTAR II Central Office.
− Maintain office furniture and equipment inventory.
− Provide back up to the Scientific Support Specialist and Special Programs Administrator in handling badges for one-day visitors.
− Pick up mail from GSFC buildings approximately three times per week.
− Ensure rapid delivery of outgoing mail to partner institutions and maintain mail log.
− Assist Scientific Support Specialist and Special Programs Administrator with requirements and administration of meetings, seminars, and colloquia.
− Assist in GESTAR II recruitments as requested by the Scientific Support Specialist.
− Assist Special Programs Administrator in the implementation of any special programs as needed.
− Assist Scientific Support Specialist and Special Programs Administrator in organizing leadership meetings, all-hands, administrative team meetings, holiday party, interaction days, summer internship events, etc.
− Assist GESTAR II staff with visitors, as well as record-keeping, as requested.
− Assist GESTAR II staff in collecting content for the GESTAR II website.
− Assist Special Programs Administrator in executing travel agreements and tracking travel expenses for GESTAR II scientists and visitors.
− Assist in other activities as assigned.

WORKING RELATIONSHIPS:
− GESTAR II Director, GESTAR II Project Coordinator, ESRA Director, and SURA Special Projects Manager: receive work assignments and priorities.
GESTAR II Administrative Staff: coordinate daily activities of the GESTAR II Central Office. Provide back-up and support to Scientific Support Specialist and Special Programs Administrator.

DECISION-MAKING AUTHORITY/ORGANIZATIONAL IMPACT:
- Works within established program requirements and SURA policies and procedures with the latitude to organize workflow as appropriate in support of the GESTAR II Central Office.
- Offers procedural recommendations to GESTAR II and SURA management to improve coordination between SURA internal controls, the GESTAR II Central Office, and GESTAR II scientists.

EDUCATION:
- Associate’s degree or equivalent combination of training and 1-5 years of experience in customer service or related field.

TYPE AND AMOUNT OF SKILLS AND EXPERIENCE:
- Proficiency with office automation and other office technologies. Excellent knowledge of software applications including Microsoft Office suite, e-mail applications, and database management. Working knowledge of web-based applications and accessibility.
- Excellent verbal and written communication skills, including spelling, punctuation, and grammar. Attention to detail and accuracy essential.
- Strong interpersonal skills and adaptability, well organized. Demonstrates initiative with a customer service orientation.
- Ability to multi-task and take direction from multiple people.
- Experience and demonstrated ability to perform office support activities, including planning, organizing, and facilitating activities with internal staff and external stakeholders.
- High degree of integrity, professionalism, and discretion when working with confidential, personnel-, or business-sensitive materials.
- Experience in a scientific, educational, or R&D organization is desirable.

EOE/M/F/D/V