

# Staff Vacancy: CAN-SBX Assistant Project Manager

The Canadian Stratospheric Balloon Experiment (CAN-SBX) Design Challenge is one of SEDS-Canada's premiere projects which invites student teams across Canada to design and build a small scientific experiment to be sent to the stratosphere. This project is made possible through a partnership with the Canadian Space Agency (CSA) as part of the [STRATOS](#) program which has launched over 175 scientific experiments since 2012. The balloon launches take place in Timmins, ON either onboard the STRATOS platform or onboard a smaller, new CSA-led expandable balloon platform to conduct experiments in the stratosphere. The sixth CAN-SBX campaign (launching in August of 2024) will utilize these new platforms for tests in the stratosphere.

The Assistant Project Manager will be responsible for aiding the Project Manager in the administrative and project management activities needed to run a successful launch campaign. The Assistant Project Manager is not required but is encouraged to attend the launch campaign, typically held in August/September of each year.

SEDS-Canada is seeking a passionate individual interested in taking on a pivotal role in the CAN-SBX project supporting the launch of the current campaign in August 2024 and supporting the next campaign. No experience is required, but the applicant should have strong project management skills and some scientific or technical background. The most important aspect of being a part of SEDS-Canada is the willingness to learn, and a passion for space is seen as a significant benefit.

## Primary duties:

- Collect and review experiment proposals, design reviews, and other technical documentation with support from CSA experts
- Act as a liaison between SEDS-Canada, participating student teams and their host institutions, the Canadian Space Agency, and any external stakeholders in the project
- Aid in scheduling regular meetings and design reviews with the CSA, other external stakeholders, and participating student teams
- Provide project management guidance to student teams through their experimental design
- Aid in the maintenance of the CAN-SBX Handbook and other supporting documents
- Work with the broader SEDS-Canada team to:
  - Support marketing, fundraising, logistics, and event planning activities related to SBX
  - Advertise the competition to recruit student applicants (including graphics, social media planning)
- Otherwise aid the CAN-SBX Project Manager in day-to-day duties, as needed

## Requirements:

- Time: 3-6 hours/week
- Willing to learn fundamentals of stratospheric science and constraints on stratospheric experiments
- Excellent organizational & communication skills
- Self-motivated & independent

Important note: To avoid biases or any unfair advantage, if selected as CAN-SBX Assistant PM you will not be eligible to participate in CAN-SBX as a participant.

While managerial experience is an asset, the most important fulfillment is a willingness to learn in a fast-paced and professional environment. This is an unpaid volunteer position. Apply by **October 31, 11:59 PM EDT** by filling out the form at [bit.ly/apply2seds](http://bit.ly/apply2seds). We encourage you to apply early as this position may be filled before the application deadline.