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CSUM-M-HR-PROP_Internship Proposal Project Manager_2021-01-04_v1.0.0.docx

Author:

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INTERNSHIP OFFER

Project Manager Trainee

1 UNIVERSITY SPACE CENTER OF MONTPELLIER

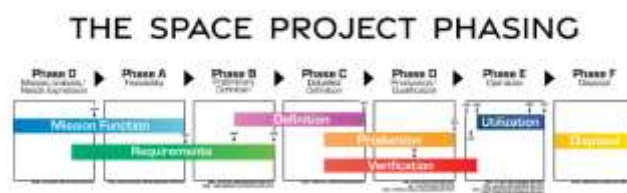
The University Space Center of Montpellier (CSUM) is the French leader in the development and operation of nanosatellites developed by students. It has acquired in-depth competences in the field of design, manufacturing, testing and operation of nanosatellites and their subsystems, as well as in the area of space project management and product assurance in the framework of university space projects. The CSUM has an AIT (Assembly Integration and Test) Facility, a CDF (Concurrent Design Facility) and both UHF and S-band Ground Stations. The CSUM develops its own 1U and 3U CubeSat nanosatellite platforms with the support of the Van Allen Foundation and both the French and the European space agencies.

2 INTERNSHIP DESCRIPTION

The project manager is in charge to coordinate all actors concerned by the project, for its realization or for its deliverables. He need to handle impacts of the project, during its realization and after its finalization.

In order to help the project manager on his work, you will be in charge of some of those following tasks :

- Prepare planning
- Handle project finances
- Be in charge of action plan
- Organise meetings
- Write minutes of meetings
- Follow risk analysis
- Update management plan
- Organise review



Skills/Languages:

- 1 st / 2nd year of Master of management or equivalent
- Be familiar with management tools (GANNT, Action plan, WBS, OBS)
- Good written and verbal communication skills in English
- Knowledge in space project management is desirable

Level: 1 st / 2nd year of Master

Preferred starting date: Q1 2022

Duration: 4 - 6 months

Supervisor, Function at CSUM: Thibault DELORME, Project Manager/Project Leader

Location of the internship: Centre Spatial Universitaire de Montpellier - 950, rue de St Priest - Bâtiment 6

Stipend: 3.90 euros/worked hours for duration between 308 and 924 hours, 35 hours/week.

3 CONTACT

Please upload your application at: <https://csum.umontpellier.fr/en/job-offers-internship/>