CSUM | CENTRE SPATIAL DE L'UNIVERSITÉ DE MONTPELLIER

FONDATION VANALLEN UNIVERSITÉ DE MONTPELLIER

# Internship offer

# Project Manager

cometes

FRANCE 2030

## Context

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 to 12U CubeSat nanosatellite platforms with the support of the Van Allen Foundation and the French and European space agencies.

## Internship description

**Objectives:** CSUM is developing and currently in phase B of a 12U platform designed to accommodate complex payloads from our partners. A team of interns will contribute to finalizing the preliminary design of the platform by capitalizing on the lessons learned from CSUM's numerous missions and will support the development of subsystems up to the implementation of a first functional model called FlatSat.

## Mission

The project manager intern will be responsible for ensuring the successful completion of the project by finalizing the preliminary design of the platform, in line with the assigned objectives, priorities, and constraints.
You will organize and report on the activities, tools, and skills required to achieve the objectives within the given timeframe.
You will coordinate the project team members according to their roles and responsibilities and lead project management meetings (reviews, progress meetings, etc.).

## Main activities related to your mission:

- Lead and coordinate project stakeholders, facilitating exchanges while acting as the focal point (meetings, reviews, etc.).
- Draft and maintain the "Management" documentation for space projects (work breakdown structure and task descriptions, schedule, Preliminary Project Management Plan, budget, reports, meeting minutes, action tracking tools, etc.).

- Contribute to Project Risk Analysis in addition to technical risk analysis (Risk Assessment Report).

**Level:** 2nd year of master's degree or equivalent.

**Duration:** 4 to 6 months

## Skills

- **Project Management**: basics of planning, progress tracking, and priority management.
- **Project Management Tools**: MS Project, advanced Excel or equivalent.
- **Documentation & Reporting**: drafting meeting minutes, reports, schedules, and action tracking.
- **Risk Analysis**: fundamentals of risk identification, assessment, and monitoring.
- **English** – minimum: being able to have a discussion with your team and to write documentation

**Location :** Centre Spatial Universitaire de Montpellier, Campus Saint-Priest, Montpellier, France.

**Stipend:** 4.50 euros/worked hours for duration between 308 and 924 hours, 35 hours/week.

**Preferred starting date:** March 2027

**Supervisor:** Emmanuelle KANY – Project Manager.
**Contact Email:** emmanuelle.kany@umontpellier.fr

## How to apply?

(Use the form to submit your CV and cover letter)

https://csum.umontpellier.fr/emplois-stages/