

Position: NanoRacks Commercial Space Intern

Reports to: External Payloads Manager

Location: Washington, DC DuPont Circle

General Description

This position is for an Internship to support operations at the new NanoRacks Washington DC office. The intern will support NanoRacks senior management in the conduct of various operations and strategic activities. Duties also include various administrative tasks and others as may be assigned.

Administrative Duties

- Maintain schedules and other status tracking
- Prepare a weekly status report for all activities performed
- Attend company meetings and prepare minutes as required
- Assist in maintaining office infrastructure (filing, compiling records, etc)

Strategic Duties

- Support NanoRacks (Marketing, Business Development, Proposals, etc.) on an as-needed basis,
- Market research of the secondary payload market,
- Maintaining customer relations databases,

Required Traits, Knowledge & Skills

- Highly motivated and independent
- Interest and awareness of space policy and commercialization of space
- Experience with Microsoft Office Suite. Intermediate expertise using Word, PowerPoint and Excel

Desirable Traits, Knowledge & Skills

- Knowledge of, or a research background in the secondary payload market
- Knowledge of, or a research background in the CubeSat standard
- Previous experience conduct market analysis and forecasts
- Web publishing and content management

Education

Currently pursuing an M.S., M.A., or M.B.A. in science/engineering, economics/finance, business, or a policy-related field. Graduate students are preferred but exceptional undergraduate candidates will be considered.

Term of Position

Fall 2013 (term may be extended at mutual agreement of NanoRacks and successful candidate)

Compensation

This a paid internship.

- \$12 hourly
- Non-routine transportation to / from required business events paid for by the company
- Non-routine parking / meals / travel to / from business events paid for by the company

Hours

8-12 hours weekly, up to a maximum of 20 hours.

Location

This position will be located at NanoRacks new Washington DC office in Woodley Park. The office is Metro accessible.

Other Requirements

The successful candidate will be required to sign a Non-disclosure Agreement (NDA).

Please send resume and cover letter to kwoellert@nanoracks.com