



Business Admin Internship Summer 2010

Alaska Aerospace Corporation (AAC) is seeking a college student in good standing who is currently enrolled in a 4-year bachelors program in any of the following fields: engineering (any discipline), accounting, finance, or business to participate in a 10 week summer internship in Anchorage, Alaska. Applications must be received by 28 February 2010; the internship will run 10 weeks and the position will be available starting in May or June. This is a paid position paying \$18/hr. AAC is an EEO employer.

Selection Criteria

- U.S. citizenship mandatory.
- Alaskan residents have priority.
- Students entering their junior or senior year of college have preference.

Internship Job Descriptions

Under the general supervision of the Vice President of Business Operations, the Program Analyst Intern will assist the Program Managers with a variety of business management functions related to customer support including coordination, preparation and submission of funds, status, technical, and deliverable reports for task orders as required. The Program Analyst Intern will provide support for managing launch services contracts, identifying administrative contract requirements, and designing and implementing systems to ensure corporate compliance. The Intern will aid in preparing regular budget reports and maintaining program records. The Intern will also provide Travel Control processing and tracking.

Job functions may include:

- Provide Technical Program Management support assistance to program task managers.
- Monitor and review contract requirements for compliance and prepare, format, and submit contract data requirements.
- Coordinate as necessary with staff to complete reports on time.
- Maintain documentation library of status and technical reports by task order or job.
- Manage task orders for schedule of reports, and maintain a schedule of report deliverables per contract.
- Provide analysis of labor deployment.
- Function as part of the Anchorage corporate headquarters' team and coordinate work actions with personnel at the Kodiak Launch Complex, other employees, and customers.
- Oversee and internally coordinate technical and financial proposal development; coordinate inputs to scope of work requirements and develop responsive proposal format.

- Maintain estimating records.
- Provide support for contract negotiations and maintain records of the process.
- Establish budgets for labor, including sub-contractors, materials and travel; disseminate scope and budget information.
- Monitor and analyze resource performance on budgets, providing timely reports and advice to managers, and identify problem areas and initiate corrective actions.
- Monitor program schedule for conformance to contract requirements, identifying problem areas and initiating correction actions when required.
- Assist with administrative contract requirements and design and implement systems to ensure compliance; this may include technical reports, status reports, financial reports, travel authorizations, travel reports and other reports as required.
- Execute work in accordance with AAC policies and procedures in compliance with contract requirements; all written work will be highly accurate, comprehensive and well documented.
- Occasional travel may be required.

Application Process:

Respond by email to info@akaerospace.com to the attention of Shad Combs and Jeffrey Roberts; provide a letter interest, resume, and three references. Applications must be received by 28 February 2010.