

## **Contract Specialist Student Trainee Position**

Center Operations Directorate (C)  
Procurement Division (CH)  
NASA Glenn Research Center, Cleveland, OH

**Job Description:** The incumbent will receive training in and perform a variety of tasks related to simplified acquisitions, preparation of solicitations, contract negotiation, and contract administration. The incumbent will also learn how to conduct and prepare basic price and cost analysis, file documentation, and preparation of contracts for award. The incumbent must also demonstrate the ability to interpret and apply Federal Acquisition regulation (FARE) and the NASA FAR Supplement (NFS) to routine procurement activities. The incumbent will also perform other duties as assigned.

**Length of Position:** Alternating quarters/semesters until graduation.

**Job Openings:** One Position

**Eligibility:** Sophomore or Junior in Business related field

- Minimum entry GPA 3.0 (4.0 scale)
- United States Citizen
- Enrolled as a full-time student
- Enrolled in university's co-op program
- Must be recommended by appropriate staff member from University.

**Salary Range:** Based on 2004 OPM salary table:  
\$11.67 – \$14.55 per hour (undergraduate student)  
\$16.17 + (Graduate Student)

**Closing Date:** Until filled