

# ADMIN ADMISSIONS NOW OPEN

## PROJECT POLARIS ADVANCED PROGRAM

### THE ADMIN ROLE

The Advanced Program is a unique opportunity to test your entrepreneurship skills in an intercultural aerospace environment. Imagine being at the top of NASA, ESA, or JAXA and having to deal with people, partners, the industry, and all kinds of challenges. Polaris's admins do something similar in search of building one space! As an admin you will work with four different sectors for the Oct-21' – Sept-22' period.



AREX



Administrative Team



Team Director & Heads



Partners

Supervised by AREX, you will work with other admins to lead the entire program. You will be periodically assigned a team to monitor. You will meet with its director and heads (one per subteam) on a regular basis to understand the difficulties they face and how they are holding up. Finally, as an admin, you will have to be the face of the project for many of our partners in both the academy and the industry.

### HEAD OF INFORMATION ROLE

Part of the administrative team, the Head of Informatics manages the project's GitHub repository and enforces programming and documentation standards for any software produced. To do this, the HOI acts as the link between each team's Programming Coordinator and approves software produced by members of the project.

## REQUIREMENTS

An outstanding admin is self-motivated and thus takes initiative, is visionary and takes risks (which will require learning from failure), is an excellent listener and team worker, embraces the project as his/her own, goes the extra mile and sacrifices for others. The following are required to apply for the administrative position. Reqs. 1-3 are mandatory, 4-5 are waived for current Polaris members, 6-7 are optional. All support documents must be written in English and exported to PDF format.

**1. ONE SPACE ESSAY** (3200-character max): In 2016, the United Nations Office of Outer Space Affairs (UNOOSA) delivered a workshop on Human Space Technology. One of the topics covered was the risks of space being reserved as a place for only a selected group of nations, e.g., big national agencies. On your essay, please answer to the following questions: What do you think these risks are? For you, what does the globalization of space mean? Why is it or not important? In practice, what would it look like to contribute to this cause?

**2. LEADERSHIP ESSAY** (3200-character max): For you, what are the characteristics of both a committed and an uncommitted person?

**3. CV** (no more than 2 pages)

**4. ACADEMIC TRANSCRIPT** Your transcript can be unofficial, and it must include your grades from your last two semesters. If you are currently working a letter from your employer suffices. If you are currently taking a gap year, you must write a 1000–1500-word essay on why you took a gap year and what you have done so far.

**5. PROOF OF ENGLISH PROFFICIENCY** Any of the following proofs is accepted: TOEIC, TOEFL, IELTS, Duolingo English Test, letter from English professor stating the applicant's level of proficiency, a signed written document that states that English is your mother tongue or level of English

**6. RECOMMENDATION LETTER** (no more than 2 pages, can be translated by yourself)

**7. GUEST ORGANIZATION PROOF** (enrollment certificate, transcript, or letter from GO)

Once you submit your application, you might be assigned up to two interviews with current Polaris admins and AREX representatives. If you are admitted to the program, you will be induced immediately and allowed to participate on the application review processes for the Advanced Program. If denied, you can still apply for other positions in the program beginning the 23<sup>rd</sup> of August.

“ Being an admin of this project allows me to learn about international project management. This is the best opportunity I could have ever found as a student. Today, I'm part of a 7-person-team leading 99 students from all over the world to work on a space project; a dream came true. Working on my passion while learning how to get along with other cultures and organizing a lot of events all over the world is the best school! ”

- project admin, Chloé Pasquier



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