



International Space University Space Studies Program 2025

CALL FOR SSP25 STAFF SUPPORT TEAM

30 June – 22 August 2025

Hanyang University ERICA Campus

Greater Seoul Metropolitan Area, South Korea

Response Deadline: 22 September 2024

This is an open call to the International Space University community to support the 2025 Space Studies Program. ISU is herewith soliciting responses, in particular from ISU alumni, to contribute to the success of the program as a Teaching Associate (TA) or Staff Associate (SA). The SSP academic activities are briefly described below. For more information about SSP, see: isunet.edu/ssp

Important Dates

- Response to Call due: **Sunday, 22 September 2024**
- Evaluations: **October-December 2024**
- Acceptance notifications: **15 January 2025 (at latest)**
- Visa application: **2 months prior to dates of travel (minimum)**

How to Respond to this Call

Responses to SSP25 Calls will be accepted through **ISU Buzz Platform** ONLY:

- Complete the online form providing all requested information on the *ISU Buzz* platform. This form can be accessed through this link: <https://buzz.isunet.edu/>
- If you have any questions, contact us via e-mail sspacademics@isunet.edu
- If you would like to apply for multiple positions, please submit separate applications for each position you would like to apply for.
- You will be notified if you are not selected. These notifications will be sent by February 2025.

- For more information, please refer to <https://www.isunet.edu/ssp/>

The SSP is formatted in three interrelated phases

- Phase I (Core): Week 1 to Week 3 (June 30 to July 21) to that include core lectures, workshops, departmental activities, and initial team project work.
- Phase II (Department): Week 4 to Week 5.5 (July 21 to August 6) that include core lecture wrap-up, departmental activities, workshops, departmental visits, individual project work, and team project work.
- Phase III (Team Project): Week 5.5 to Week 8 (August 7 to August 22) focused solely on team projects completion.

Who We Need

The SSP team is soliciting responses to this call to fill Teaching Associate (TA) positions - seven (7) for the departments and at least three (3) for the Team Projects. The SSP departments are Space Humanities (HUM), Space Management and Business (MGB), Space Engineering (ENG), Human Performance in Space (HPS), Space Sciences (SCI), Space Policy, Economics, & Law (PEL), and Space Applications (APP). There will be at least three Team Projects with topics that are pending and will be updated on the Buzz application platform.

The SSP team is also soliciting responses to fill nine (9) Staff Associate (SA) positions – Academic Assistant, External Relations Assistants, Information Technology Assistant, Logistics Assistants, Media Producer, Accommodation and Wellness Officer, and Participant Affairs Lead.

The SSP Staff Support Team (including Teaching Associates and Staff Associates) is a highly visible part of each SSP and are expected to maintain a high degree of professionalism in delivering the ISU experience to the participants.

When We Need You

TAs and most Staff Support Team members are required to be on site for all three Phases of the SSP and one week before and after the official SSP25 dates for preparation and wrap-up of the program - *Sunday 22 June through Tuesday 26 August 2025*.

Minimum Qualifications

Teaching Associate (TA): To qualify for a TA position, preference is generally given to ISU alumni who have successfully completed the SSP, SHSSP, or MSS Programs, since they are already familiar with program requirements. By successfully completed, this means passing the program and receiving a Certificate of Completion. Suitable candidates without prior ISU program experience may be considered based on their experience and qualifications.

Staff Associate (SA): While preference is generally given to ISU alumni for SA positions, one need not be an alumnus/alumna to apply for the SA positions listed and briefly described in the online form on the ISU Buzz platform. Experience relevant to the position is strongly desired.

Duties

If you are not already familiar with the duties of an SSP Teaching or Staff Associate member based on your ISU program experience, you may request position descriptions by e-mailing: sspacademics@isunet.edu

Teaching Associates must work seamlessly with the Department and Team Project Chairs in the delivery of the SSP. TAs provide support to all aspects of the academic program in addition to the Department or TP to which they are assigned. This includes workshops, distinguished lectures and panels, and any other academic activity deemed appropriate by the SSP Director. Within their Department or Team Project, TAs support all departmental activities, including departmental workshop preparation, professional visit logistics, and coordinating the logistics of departmental faculty.

Staff Associate positions include support to the Academic Coordinator or Logistics Coordinator, liaison between the participants and ISU staff, support of external relations unit, and information technology/audio visual support.

Compensation Provided

SSP Staff Support Team members will be provided round-trip travel to the SSP venue. As well, your accommodations and meals will be provided for the duration of your stay. You will be paid a stipend equivalent to 100€/week. You will also have the opportunity to network with the ISU faculty & visiting lecturers, SSP chairs, participants, distinguished lecturers, and other well-known individuals and officials working in the space sector.

Program Element Descriptions

Core Lectures - Series of up to 55 one-hour lectures given over the course of the first three weeks of the program covering fundamental concepts across all disciplines.

Workshops (WS) - Two or three-hour sessions focused on disciplinary or interdisciplinary topics, which must include hands-on or participatory interactive experiences for the participants. Workshops take place during Phases I & II (30 June - 21 July 2024).

Departmental Activities (DA) - Three-hour sessions focused on specific departmental activities to include in-depth lectures, workshops, professional visits, individual or small team project work, or any other active learning activity deemed appropriate by the department chair. The departmental activities take

place during Phase II (*21 July - 6 August 2024*).

Team Projects (TP) - SSP participants address a relevant space topic as an international, interdisciplinary, and intercultural team to produce a final report and executive summary for broad distribution in the space community. TP work spans all three phases of the program becoming the sole focus in Phase III, which is the last 2.5 weeks of the SSP session (*7 August - 22 August 2024*).

Selection Process

The SSP Academic and Logistics Coordinators, along with the SSP Director, Department, and Team Project Chairs will review the responses resulting from this call and select the most qualified individuals to fill the positions. The Academic Coordinator may contact you to arrange a conference call interview if your response is compliant with our requirements. Teaching Associates will be selected jointly and in collaboration with their Department/Team Project Chair(s). After the conference call interview, you will be notified if you are selected to be a Staff Support Team member for SSP25. You will also be notified if you are not selected.

The SSP Staff Team are selected based on a variety of factors, including international and intercultural representation, and skills that can be brought into the role. Individuals should be mindful of the ISU Code of Conduct and the ISU Policy against Discrimination, Harassment and Sexual Violence. The SSP workplace is organized as an international, inclusive, and diverse environment. The SSP Staff Team are not program participants and they are expected to maintain professional behavior and conduct.