

# Air Grant Fellowship

## Job Description Document

November 1, 2021

### **Overview:**

The FAA has developed the National Air Grant Fellowship program, as directed by Congress in the Aircraft Safety and Certification Reform Act of 2020.<sup>1</sup> As stipulated by the legislation, eligible students will come from any discipline or field that is concerned with, or likely to improve, the development, assessment, operation, safety, or repair of aircraft and other airborne objects and systems, including the following:

- A. Aerospace engineering
- B. Aerospace physiology
- C. Aeronautical engineering
- D. Airworthiness engineering
- E. Electrical engineering
- F. Human factors
- G. Software engineering
- H. Systems engineering

### **Duties and Responsibilities:**

Fellows are expected to perform the duties of a General Engineer position in federal government. Classification of G or H band will be based on qualifications, specialized experience, and education. The incumbent will serve as a Fellow under the National Air Grant Fellowship program, performing various assignments under the direction of a manager, project/program manager, team leader, or more experienced engineer. Fellowships will be one year long, January to December, and the Fellows will spend most of that time in the assigned office, which may be a Capitol Hill office. Fellows will act as an individual contributor and/or member of a team to provide support and assistance to develop, facilitate, and coordinate cross-cutting policies and standards. The incumbent applies basic knowledge of engineering principles, theories, and concepts applicable to his/her discipline to accomplish assignments. Fellows will maintain knowledge of current and evolving aviation industry issues, to identify solutions to aviation policy issues including but not limited to integration of unmanned aircraft systems (UAS), commercial space transportation, aviation financing, infrastructure modernization, FAA reauthorization proposals, and other emerging topics. Must be a U.S. Citizen.

### **G Band**

#### Knowledge, Skills, and Abilities:

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<sup>1</sup> See Section 131 of the Aircraft Certification Bill of December 2020.

- Knowledge of engineering concepts and principles to solve simple technical problems.
- Ability to plan, organize and coordinate assigned work with other team members.
- Ability to apply engineering concepts, principles to theoretical and practical policy matters.

Specialized Experience:

- Ability to prepare briefing materials for management meetings.
- Ability to communicate information to various audiences.

**H Band**

Knowledge, Skills, and Abilities:

- Knowledge of engineering concepts and principles to solve technical problems.
- Ability to plan, coordinate, identify resources, schedule and track numerous simultaneous projects through completion.
- Ability to apply engineering-related concepts and principles to theoretical and practical policy matters.

Specialized Experience:

- Ability to prepare briefing materials for management meetings.
- Ability to explain engineering-related information through reports, manuals, guides and/or directives to various audiences, some of whom may not have a background in the subject manner.

**Application**

Interested candidates must submit, via email, to [DEIA@faa.gov](mailto:DEIA@faa.gov), documentation that demonstrates interest in and qualifications for the Fellowship, including:

1. Résumé
2. Statement by applicant describing how the experience will be important to individual career goals, and areas of primary interest in aviation policy.
3. Letter of nomination from applicant's academic advisor, or other appropriate academic faculty, stating applicant's suitability for such Capitol Hill experience.
4. Second letter of reference from another appropriate official, which could be another professor.
5. Writing sample – a brief issue paper or memo by applicant on any subject demonstrating the ability to communicate well.
6. Transcript(s)