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**BILLABLE LABOR CATEGORY:** Scheduler IV

**POSITION GROUP:** Project Management

**POSITION FAMILY:** Project Control

**DISTINCT POSITION:** Project Control Specialist IV

**POSITION LEVEL:** P4

**LOCATION:** NASA Glenn Research Center (GRC), Cleveland OH

**(Onsite, Hybrid, Remote):** Hybrid

**JOB DESCRIPTION:**

The Scheduler will support NASA under the CPSS contract, providing scheduling and data management assistance to various Aeronautics and Space Flight projects. Responsibilities include developing, maintaining, and analyzing project schedules, coordinating milestones, and supporting configuration and data management efforts. This role serves as the focal point for NASA Aeronautics project timelines, ensuring alignment with the agency's procedural requirements and project management handbooks.

**Key Responsibilities:**

- Develop, maintain, and update project schedules for NASA Aeronautics Research Mission Directorate (ARMD) projects, including GRC (TTT), RVLT, and Hypersonics.
- Provide "what-if" schedule analyses and maintain milestone and deliverable registries.
- Assist in configuration, risk management, and archival of project data per NASA Records Management guidelines.
- Support the formulation, implementation, and tracking of integrated master schedules (IMS).
- Coordinate project schedules, ensuring alignment with NASA Procedural Requirements (NPR 7120.5 and NPR 7120.8) and related handbooks.
- Participate in the GRC Schedule Working Group and NASA's Schedule Community of Practice (SCoPe), contributing to meetings, sharing lessons learned, and providing scheduling-related training and demonstrations.
- Support NASA's Digital Transformation initiatives by utilizing tools like Power BI for schedule assessment and reporting.
- Produce a monthly report documenting all findings, concerns and recommendations to the NASA PM.

**Qualifications:**

**CLEARANCE REQUIREMENTS:**

Must be a U.S. Citizen and successfully complete a U.S. government background investigation.

**EDUCATION REQUIREMENTS:** Desired BS/BA

**Mandatory:**

**Waiverable/Substitutable:**

**CERTIFICATION REQUIREMENTS:**

Aeyon Version 1.1



**Mandatory:**

**Waiverable/Substitutable:**

**EXPERIENCE REQUIREMENTS:**

- Extensive experience in scheduling, configuration, and data management for large-scale projects.
- Proficiency in commercial schedule management tools (Microsoft Project, Primavera) and integrated scheduling tools.
- Familiarity with NASA project management procedures (NPR 7120.5, NPR 7120.8) and earned value management (EIA-748).
- Expertise in performing probabilistic schedule risk analysis and schedule health analysis.
- Proficiency in scheduling software such as Power BI, Milestones Professional, Full Monte, Acumen Fuse, and advanced Microsoft Office tools (Excel, PowerPoint, Word).
- Strong communication skills with the ability to coordinate across teams and participate in NASA-sanctioned groups.
- Project Management Professional (PMP) certification or similar credentials preferred.
- Membership with PMI or the College of Performance Management (CPM) is a plus.

**Waiverable/Substitutable:**

**ADDITIONAL REQUIREMENTS:**

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