

Educational Product	
Educators & Students	Grades 5-12

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# **Educational Topic**

# **Executive Manager**

## **Related Job Titles:**

Director, Administrator, Deputy, Chief

#### Job Description:

Executive Managers are the top leaders of a business or organization. At NASA, an Executive Manager is the leader of a NASA center or a program office who sets the center or program goals and makes an action plan to lead activities, research, programs and missions. Most work long hours and are required to travel often to other NASA centers and conferences. They may speak or appear at public events.

#### Interests / Abilities:

- Are you confident?
- Are you good at making decisions?
- Do you have a lot of energy?
- · Are you good at leading and persuading people?
- Do you express yourself clearly when speaking?
- Do you work well under pressure?
- Do you work at your goals until you succeed?
- Are you good at solving conflicts in a positive way?

#### Education / Training Needed:

The minimum education required for this position is a bachelor's degree from an accredited college or university. The qualifications sought in an Executive Manager include leadership skills in leading change, leading people, producing results, managing resources, communicating and building cooperation with others. Most Managers begin as a scientist or engineer and are promoted to a management position because of their leadership skills and their broad understanding of science.

### Suggested School Subjects / Courses:

- Science
- Engineering
- Management
- Public speaking

#### Areas of expertise:

- Center direction: lead one of NASA's twelve centers.
- Program office direction: lead a large program such as Space Science.

#### Additional Resources:

- American Management Association, 1601 Broadway, New York, NY 10019-7420
- Astrobiology Summer Academy http://academy.arc.nasa.gov/
- Career Opportunities in Aerospace Technology http://www.jsc.nasa.gov/ah/jscjobs/career/page1.htm
- Earth to Orbit: Engineering Design Challenges http://eto.nasa.gov/
- Graduate Student Researchers Program http://spacelink.nasa.gov/Instructional.Materials/NASA.Educa tional.Products/Graduate.Student.Researchers.Program.Brochur e/.index.html
- MATHCOUNTS Competition http://mathcounts.org/
- Minority University Research and Education Programs http://mured.nasaprs.com/
- NASA Cooperative Education Program for college students http://spacelink.nasa.gov/Educational.Services/ NASA.Education.Programs/Student.Support/NASA.Cooperative .Education.Program/.index.html
- NASA Jobs http://nasajobs.nasa.gov/
- NASA Quest http://quest.nasa.gov
- NASA SHARP Internship Program for highschoolers http://www.mtsibase.com/sharp/
- NASA Student Employment http://nasajobs.nasa.gov/stud\_opps/employment/index.htm
- NASA Student Involvement Program student contests http://www.nsip.net/index.cfm

#### What can I do right now?

- Join a leadership club or camp.
- Participate in student government or leadership of a club.
- Call the American Association of Science and Technology Centers for information on science museums in your area that you might visit. (202) 783-7200
- Participate in science fair projects.
- Research science, engineering and computer occupations to decide what area you would like to work in.

- National Management Association 2210 Arbor Blvd., Dayton, OH 45439
- OPM Senior Executive Service (describes the leadership skills necessary for all U.S. government positions in the Senior Executive Service) http://www.opm.gov/ses/qualify.html
- Revolutionary Vehicle Concepts and Systems student competition http://avst.larc.nasa.gov/competitions.html
- Student's Guide to Astrobiology http://www.astrobiology.com/student.html
- Tech-Interns.com http://www.tech-interns.com/

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http://quest.nasa.gov/people/index.html

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