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NASA – National Aeronautics and Space Administration Jobs — Research Program Support Assistant — Huntsville, VA, USA

Description

The **Research Program Support Assistant** career path combines aerospace, document management with practical support work relevant to **NASA – National Aeronautics and Space Administration** and **Huntsville, VA, USA**. Daily work typically brings together maintaining research program documentation, coordinating project reporting tasks, and organized handovers between team members. Candidates can prepare by building skills in aerospace, document management, and careful communication.

Responsibilities

- Maintain research program documentation.
- Coordinate project reporting tasks.
- Organize project data, observation logs, or laboratory documentation in a consistent format.
- Flag missing entries and share updates with technical or research staff.

Qualifications

- Comfort reading technical instructions and checking information for consistency.
- Organized note-taking and confidence with spreadsheets or scientific records.
- Practical familiarity with aerospace and document management.

Experience

Previous exposure to document management or routine process documentation can help candidates prepare.

Skills

Research support, Research Program Support Assistant, Technical records, structured data, quality checks

Organization Website

Explore NASA – National Aeronautics and Space Administration career and organization information.

Hiring organization
NASA – National Aeronautics and Space Administration

Employment Type

Industry
Aerospace & Research

Job Location
Huntsville, VA, United States

Date posted
November 9, 2026

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