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# Application Guidelines

## [R]overTech Team

**Author:** HR Department  
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**PoliSpace,**  
Via Antonio Oroboni N. 11  
CAP 20161, Milan (MI)  
C.F.: 97887660153  
Email: [info@polispace.it](mailto:info@polispace.it)  
Website: [polispace.it](http://polispace.it)

## Table of Contents

|                                          |   |
|------------------------------------------|---|
| Table of Contents.....                   | 2 |
| Open positions.....                      | 3 |
| General Notes.....                       | 3 |
| Benefits.....                            | 3 |
| General Requirements.....                | 3 |
| Member Expectations.....                 | 4 |
| Application link.....                    | 4 |
| [R]overTech Team.....                    | 5 |
| Project Coordinator.....                 | 5 |
| Description.....                         | 5 |
| Positions.....                           | 5 |
| FAQ (Frequently Answered Questions)..... | 7 |

## Open positions

### General Notes

- Candidates must submit both a **Motivation letter** and **CV/Resume in English only**.
- Candidates can apply for two positions: **one** for the Administrative member's team and **one** for the CubeSat Members / [R]overTech Team.
- All the applications must be submitted through position-dedicated **Google forms only** indicated at the bottom of each job offer. Other application modalities will not be taken into account.
- There will be **two rounds** for the application. The second round will be devoted to interviews with successful candidates from the first round.
- To allow shifts in the ranking, successful applicants will be asked to **confirm their position** right after their selection.
- Successful applicants will be given one month to **become familiar with their teammates and tasks**. After this month their position can be permanently confirmed. In any case, it is possible to resign at any time.
- For any queries about the application process, please contact the HR Department of PoliSpace at [hr@polispace.it](mailto:hr@polispace.it).

### Benefits

Getting a position in PoliSpace will lead you to:

- **Add value** to your career by acquiring several different skills related to your role;
- **Collaborate and interact** with Space Professionals from all over the world;
- **Expand your network** by being in contact with Space companies and experts;
- **Publish** one or more paper(s) for conferences or in specialized journals;
- **Receive** an Official Certification of your role in the association and some customized gadgets.

### General Requirements

- **Full-time** registered **Bachelor/Master/PhD** degree student at **Politecnico di Milano**, from any department.
- Commitment to dedicate about **5-7 hours** a week.
- Available to be with PoliSpace for at least **6 months** after joining.
- Positive attitude, proactive, open to discussion.
- Excellent skills in MS Office (MS Excel and MS PowerPoint, in particular).
- Excellent English communication skills.
- Excellent presentation skills.
- Ability to **respect deadlines**.
- Team player, high motivation, open to learning and available on short notice.

## Member Expectations

Joining PoliSpace means becoming an active part of a dedicated and ambitious Team. Being a member is not a passive status, but a **commitment** to contribute regularly to the life and work of the Association. We expect our members to **take part in activities** in a consistent, reliable, and proactive way.

Members are required to ensure their presence and active engagement during mandatory team and association-wide events. **Reliability** and **clear communication** are key: if any academic, health, or personal commitments prevent attendance, members are expected to communicate their absence proactively and responsibly to their Team Leaders.

Furthermore, PoliSpace organizes several non-mandatory activities throughout the year, such as recruitment stands, classroom presentations, and external events. **Active participation** in these areas is considered an integral part of membership, and members are highly encouraged to contribute to the association's community and growth.

## Application link

For every position available, please compile this unique [form](#).

## [R]overTech Team

### Project Coordinator

#### Description

The Project Coordinator supports the planning, execution, and monitoring of projects to ensure delivery aligns with scope, schedule, cost, and quality objectives. This role provides direct assistance to Project Managers by organizing and coordinating project activities, tracking progress against milestones, facilitating team collaboration, and ensuring smooth communication among team members and stakeholders. It helps the Project Manager maintain oversight of multiple workstreams, identify potential risks early, and ensure that resources are allocated efficiently.

#### Location

Milan, Italy

#### Positions

PROJECT COORDINATOR

### **PROJECT COORDINATOR**

#### Duties

- Support Project Managers in day-to-day project execution and governance of a multidisciplinary team of approximately 50 people.
- Maintain project plans, schedules, and progress tracking tools.
- Coordinate activities across engineering, operations, procurement, and quality teams.
- Track milestones, deliverables, risks, and action items to ensure timely closure.
- Identify risks, delays, and blockers, and proactively escalate them to the Project Managers.

#### Requirements

- Ongoing Bachelor's degree in Engineering, Management, or a related field.
- Strong organizational and time-management skills with the ability to manage multiple tasks and deadlines simultaneously.
- Advanced knowledge of Google Workspace.
- Excellent written and verbal communication skills in English.
- Ability to work in structured, process-driven environments.
- Analytical mindset with attention to detail and problem-solving capability.
- Collaborative and proactive attitude.
- Ability to interface with technical and non-technical departments.

#### Nice to have

- Proficiency in project planning tools (e.g., MS Project, Smartsheet, Asana, or equivalent).
- Knowledge of risk management and configuration/document control practices.

- Basic financial awareness (budget tracking, cost monitoring).
- Previous experience in a similar role is a plus.
- Experience working with large or cross-functional teams.
- Experience in project coordination, delivery coordination, or similar operational roles.

## FAQ (Frequently Answered Questions)

**Q:** Can I submit my CV and Motivation Letter in Italian?

**A:** No. It is specified that you shall submit your documents in English.

**Q:** Is this call open only to Master students?

**A:** No. This call is open to all students of Politecnico di Milano (including PhD!)

**Q:** If I get a role in a department, in future can I apply for another position?

**A:** Yes, you can change or hold a double position in PoliSpace. However, you must complete at least 6 months in your current role before applying for another. In any case, any changes must be communicated to your Team Leader.

**Q:** Can I apply for more than one position?

**A:** Yes, you can apply for two positions, one for an Administrative Position and one for a Technical Position. Your applications will be both evaluated but you will be selected just for one. If both applications are successful, you will be selected for the first preference you expressed in the form.

**Q:** What will happen if I resign?

**A:** As already mentioned in this document, after your selection, you will be asked to accept or decline the position. Your decline will not affect your potential application in a future recruitment call.

Given that, once you are part of a department you can resign anytime during the project without any consequences, provided that you have communicated your intentions at least one month before leaving. Hand-overs due to graduation are expected, and it is strongly suggested to document and report the milestones achieved within the association.

Before applying we remind you that serious commitment is required: the work and results of today will affect the achievement of tomorrow. Therefore you are recommended to communicate any plans and future projects that can affect your availability or the possibility to work in presence (e.g. Erasmus exchange).

**Q:** How many times can I try to apply for PoliSpace?

**A:** You can try applying as many times as you want. During the year our association opens two ordinary recruitment calls, in September and in March. Extraordinary calls can be opened for specific positions, so watch out our website and instagram page!

**Q:** Do I have to pay to be part of PoliSpace?

**A:** As a Student Association, each member contributes with an annual fee of €15, which helps fund materials and support ongoing projects. If selected, you will receive detailed information and instructions on the payment process.