



STUDENT ASSISTANT – SYSTEM ADMINISTRATION

The W. M. Keck Observatory operates the world's two largest optical/infrared telescopes located on the summit of Mauna Kea on the Big Island of Hawaii. Under the general supervision of the Computer System Administrator, the Student Assistant supports the System Administrator on a variety of computer software/hardware oriented assignments. Ideal candidate is available to work during the summer and after school hours. Must be detailed orientated and have an interest in hardware and software support and data entry.

The position is opened until filled. Employment is conditional on successful completion of drug tests and background check. Mail or fax resumes, references, and salary history to: Human Resources, WMKO, 65-1120 Mamalahoa Highway, Kamuela, HI 96743; Fax (808) 885-4464 or employment@keck.hawaii.edu. Additional information about WMKO and this position may be found on our web site at www.keckobservatory.org. EEO/M/F/D/V

POSITION DESCRIPTION

POSITION TITLE:	Student Assistant – System Administration	DEPARTMENT:	System Administration
INCUMBENT:	Vacant	FLSA STATUS:	Non-Exempt
REPORTS TO:	Computer System Administrator		
SUPERVISES:	None		

SUMMARY:

Under the general supervision of the Computer System Administrator, the Student Assistant supports the System Administrator on a variety of computer software/hardware oriented assignments. Ideal candidate is available to work during the summer and after school hours. Must be detailed orientated and have an interest in hardware and software support and data entry.

ESSENTIAL FUNCTIONS:

1. Hardware and software support.
2. Windows computer software/hardware configuration/troubleshooting.
3. Tape organizing
4. Hardware and software data entry.
5. Shipping and Receiving support.
6. Build and test network cables.
7. Work effectively with coworkers and others by sharing ideas in a constructive, positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress and issues; addressing problems and issues

constructively to find mutually acceptable and practical solutions; and respecting the diversity of the WMKO workforce in actions, words, and deeds.

8. Maintain commitment to a high standard of safety, comply with all safety laws and WMKO safety policies/rules, and report actual and potential safety violations to appropriate supervisory or management personnel to further WMKO's core value of safety.

Minimum Qualifications:

Education and Experience:

1. High school student in good standing.

Skills

1. Ability to read and understand policies, directives, and instructions in English.
2. Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
3. Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
4. Oral communication—the individual speaks clearly and persuasively in positive or negative situations.
5. Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
6. Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
7. Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
8. Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
9. Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
10. Safety and security—the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

Other Requirements

1. Willingness to commit to WMKO core and cultural values. Core Values: Safety, Integrity, Respect, Discovery and Service. Cultural Values: Education/Learning, Communication, Teamwork, Rewarding Work Environment, Excellence and Community Involvement.
2. Ability to communicate with a wide variety of individuals.
3. Good organizational skills and ability to give attention to detail.
4. Ability to lift up to 25 pounds.
5. Other duties as assigned such as pulling cables, cleaning up rooms and labeling items.

Employee

Date

Supervisor

Date