



W. M. KECK OBSERVATORY
On the summit of Mauna Kea, Island of Hawai'i

OPTICS ASSISTANT

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 supervision of the Interferometer Operations Manager, this position supports the Interferometry Project. Ideal candidate should be a motivated, self-starter who can work on multiple tasks and priorities within a fast paced environment.

Qualifications include: Bachelor's degree in astronomy, optics, physics, engineering, or equivalent experience and one year of experience in scientific computing, optical engineering or related field. Prior experience working at an astronomical observatory and an associates or bachelors degree in a technical field are desirable. This is a 365 day/year operation - the successful candidate must be willing to work weekends and holidays and have schedule flexibility.

This is a temporary full time position through September 30, 2011. The position may be extended depending upon funding. Employment is conditional on successful completion of drug tests and background check. Mail or fax resumes, references, and salary history to: Optics Assistant, WMKO, 65-1120 Mamalahoa Highway, Kamuela, HI 96743; Fax (808) 881-3696 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: Optics Assistant	DEPARTMENT: Optical Systems
INCUMBENT:	FLSA STATUS: Non-exempt; temporary
REPORTS TO: Interferometer Operations Manager	MEMBER:
SUPERVISES: N/A	

SUMMARY:

Under the supervision of the Interferometer Operations Manager, this position supports the Optics group on a variety of engineering orientated assignments at the Observatory summit facility and at headquarters. Ideal candidate should be a motivated, self-starter who can work on multiple tasks and priorities within a fast paced environment.

ESSENTIAL FUNCTIONS:

1. Perform various tasks in the field of interferometry.
2. Perform data reduction, mathematical computations, information research, procurement support, and technical writing.
3. Perform hands-on technical tasks at the summit and headquarters.
4. Perform configuration management and testing (for both software and hardware) in support of the Interferometer.
5. Provide regular status reports to keep supervisor informed of progress on activities.
6. Drive WMKO vehicles as necessary to transport employees and items to and from the summit in a safe manner.

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.

OTHER DUTIES:

1. Perform other duties consistent with the scope of the position.

Minimum Qualifications:

Education and Experience

1. Bachelor's degree in astronomy, optics, physics, engineering, or equivalent experience.
2. One year of experience in scientific computing, optical engineering or related field.

Skills

1. Ability to read and understand policies, instructions, and directives in English.
2. Ability to work independently and as part of a team.
3. Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
4. Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
5. Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
6. Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
7. Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
8. Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
9. 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.
10. Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
11. 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 and willingness to work a varying schedule including nights and weekends.
3. Successful completion of high altitude physical.
4. Valid driver's license.
5. Ability to work effectively at 14,000' altitude.

Desirable Qualifications:

1. Previous experience in an observatory setting.
2. Previous experience in one or more of the following areas: optical testing, opto-mechanical alignment, observing techniques, data analysis, software, Unix, IDL programming, optical and opto-mechanical design, electronics, control systems.

Incumbent

Date

Supervisor

Date