



125 YEARS | 1894 - 2019  
1400 West Mars Hill Rd | Flagstaff, Arizona 86001-4499 | USA  
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## POSITION DESCRIPTION

### **DISCOVERY CHANNEL TELESCOPE OPERATOR I**

Lowell Observatory is seeking an entry level Telescope Operator (TO) for their 4.3-meter Discovery Channel Telescope (DCT). The Telescope Operator position is part of Lowell Observatory's Technology Department. The Telescope Operator is responsible for safe and efficient conduct of operations at the Discovery Channel Telescope. This position reports to the Night Operations Manager (NOM).

## RESPONSIBILITIES

The TO is responsible for telescope and facility operation as detailed below. He/she is the final authority on safe telescope operation and with regards to decisions on opening, closing or ceasing operations due to hazardous conditions. The TO works closely with the scientists who are observing to maximize the productivity of the time spent on the telescope. The operator is expected to be highly proficient with the telescope, and all of its various subsystems (especially including the optics, guiding and wavefront sensing systems), and will work closely with the DCT engineering staff. The TO must communicate well with scientific and engineering staff from Lowell and its partners. In the event of difficulties, the TO is the first problem solver on site, and will work with the observers and the engineering staff to find appropriate solutions in a timely manner.

Under the general supervision of the NOM, the TO is responsible for daily telescope operations. Daily telescope operations include: preparing the telescope for, and operating it during night time observing, monitoring the telescope systems, reporting problems, and assisting engineering staff in diagnosing and fixing problems. The TO maintains night time facility and observing logs, and assists astronomers in planning their night time observing strategy; he/she is the first point of contact for astronomers who need information to design their observing night plans. During telescope downtime when daytime work is indicated, the TO will carry out activities as directed by the the NOM and/or the Operations Manager.

The ideal candidate is committed to Lowell's core values, adheres to company policy, works well with others, is a motivated, self-starter who can handle working closely with a wide array of people with varying backgrounds and knowledge levels, and troubleshooting system problems under the pressure of science objectives.

## QUALIFICATIONS AND EXPECTATIONS

- Strong technical and communications abilities, especially the ability to work well with people under often varied, and sometimes stressful, circumstances,
- Demonstrated astronomical observing experience,
- Proficient with varied computer systems, including Windows, Linux and MacOSX based systems,
- Willingness and ability to learn new systems,
- Experience troubleshooting problems,
- Strong attention to detail.

## EXPERIENCE AND EDUCATION

Candidate should have a Bachelor's degree in Astronomy or a related field; though candidates with three or more years experience and demonstrated competence in a related role and holding a Associate's degree (or equivalent) will be considered.

Preparation must include a demonstrated understanding of astronomical coordinate systems and time keeping, and prior experience operating telescopes and astronomical instrumentation (at minimum optical cameras). Experience operating large telescopes (2meters and larger), and telescopes with active optics systems is a strong plus. Also, experience with maintaining astronomical instrumentation, and gathering and reducing astronomical data will be considered positively.

The candidate must have a valid driving license and be able to acquire an AZ state driving license upon commencement of this position.

## WORKING CONDITIONS

The TO works largely at the telescope (7,800 feet elevation), during the night. Environmental conditions can be unpredictable, and the temperature ranges between roughly -20 and 70 degrees F.

Starting up the telescope will require a moderate degree of climbing ladders on the telescope, and around the dome; and typically nightly operations require long periods of sitting or standing at a computer station.

This position will predominately work at night, although the schedule will vary. Weekend work is frequently required.

<b>Status:</b>	Full Time, Regular 40 hrs /week
<b>Location:</b>	Happy Jack, AZ
<b>Compensation:</b>	\$19-\$20 per hour DOE
<b>Benefit Eligible:</b>	Yes
<b>FLSA Classification:</b>	Hourly, Non-Exempt

**To Apply:** Please complete a short form application (<https://lowell.edu/about/employment/>) and send it with a resume', letter of interest addressing your qualifications, and contact information for three professional references to [humanresources@lowell.edu](mailto:humanresources@lowell.edu). **Deadline for application submission is 5pm May 21<sup>st</sup>.**

**Benefits Overview:** In addition to 10 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company, and includes a contribution to either an H.S.A or HRA account for first dollar medical expenses.

Lowell Observatory is an Equal Employment Opportunity/Affirmative Action employer and provides equal employment opportunity to all persons without regard to race, color, religion, sex, national origin, age, genetic information, disability, veteran status, political beliefs, sexual orientation, and marital and family status.

Lowell Observatory provides reasonable accommodations to applicants with disabilities. This nonsmoking/drug-free campus is at an elevation of 7,000 ft/2100m, and the DCT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.