



1400 WEST MARS HILL ROAD, FLAGSTAFF, AZ 86001  
928-774-3358 – [www.lowell.edu](http://www.lowell.edu)

## POSITION ANNOUNCEMENT

### **LOWELL DISCOVERY TELESCOPE OPERATOR**

Lowell Observatory is seeking a Telescope Operator (TO) for the 4.3-meter Lowell Discovery Telescope (LDT), located in northern Arizona in one of the areas in the continental US with the darkest skies. Each TO has primary responsibility to operate the telescope and its subsystems safely and efficiently, while interfacing with technical staff and astronomers from Lowell and the five LDT partner institutions. Lowell Observatory values and provides opportunities for individual professional development. The TO position reports to the Night Operations Manager.

#### **RESPONSIBILITIES**

As part of the Night Operations team, the TO has responsibility for the safe, efficient, and effective nightly operation of the 4.3-m Lowell Discovery Telescope. The TO works closely with the technology department in supporting the proper functioning of the telescope, and with the scientists at Lowell and partner institutions in maximizing the productivity of time on the telescope. Responsibilities include:

- Prepares the telescope and dome for nightly observations
- Performs functional checks on telescope subsystems (active optics, wavefront optimization, guiding)
- Operates the telescope and related subsystems
- During the night, monitors telescope systems, maintains logs, reports problems
- Works with technical staff to diagnose and remedy problems during nightly observing
- Develops a familiarity with the existing instrumentation, to be able to execute remote observer instructions in case of internet outage
- Monitors environmental conditions, decides when to close the facility to protect personnel, the facility, and the instruments
- Assesses, monitors, and reports on telescope-level image quality
- Follows safety procedures, working with the safety team

## QUALIFICATIONS AND EXPECTATIONS

- Proficiency with varied computer systems including Windows, Linux, and Mac OS X.
- Willingness and ability to learn new systems
- Strong attention to detail
- Ability to reliably work remotely and independently, and in a safe and efficient manner
- Strong professional/technical oral and written communication skills
- History or experience with troubleshooting technically complex systems will be considered a plus

## EXPERIENCE AND EDUCATION

Qualified candidates will possess a Bachelor's degree in Astronomy, Physics, Computer Science, Engineering, or a closely related STEM field; or equivalent experience.

Preparation must include a demonstrated understanding of astronomical coordinate systems and time keeping.

Prior experience operating research-grade telescope is not required, but is a significant plus. Specialized training in the operation of LDT and subsystems will be provided.

Due to the remote nature of the facility the candidate must have a valid driver's license or be able to acquire an AZ state driver's license upon acceptance of this position.

## WORKING CONDITIONS

The TO works largely at the Lowell Discovery Telescope, located roughly 45 miles southeast of Flagstaff, AZ at an altitude of approximately 7800 feet elevation. Environmental conditions can be unpredictable with temperature ranges varying between  $-20$  and  $+80$  °F. Inclement winter weather conditions can also be expected which will require some degree of comfort and proficiency with driving in snowy/icy conditions.

This position requires a moderate degree of standing, walking, bending, handling, reaching, grasping, driving, and repetitive motions. Additionally, nightly operations typically require long periods of sitting at a computer station during observing periods. Requires the ability to lift and manipulate heavy objects (20lbs or more).

This position will predominantly work at night, although the schedule can/will vary depending on requirements and the state of the telescope and instruments. Weekend work is frequently required and shifts of at least 10 hours or more can be expected due to the nearly 360 days a year operation of the facility.

**Status:** Full Time, Regular 40 hrs /week  
**FLSA Classification:** Hourly, Non-Exempt (Salary/Exempt after successful completion of training)  
**Compensation :** \$21/Hour (\$45,000/year after successful completion of training)  
**Benefit Eligible:** Yes\*  
**Location:** Happy Jack, AZ

**To Apply:**

Please send the following documents to [humanresources@lowell.edu](mailto:humanresources@lowell.edu)

- Standard Application - (<http://lowell.edu/about/employment>)
- Letter of interest addressing your qualifications
- Resume
- Phone numbers and e-mail addresses of three professional references

**Applications received by August 23rd 2020 will receive full consideration. The position will remain open until filled.**

\*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.

**Employment is subject to passing a background check**

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 LDT 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.