



STUDENT ASSISTANT POSITION Advancement Office

W. M. Keck Observatory has an opening for a student assistant to work in the Advancement Office. This position is responsible for supporting the Advancement office by helping to stimulate public awareness and interest in our work through boutique maintenance, marketing, donor relations activities, and informational materials.

You must be a high school student in good standing. Minimum qualifications include: ability to communicate with a wide variety of individuals, good organizational skills, attention to detail, and an interest in retail management. Experience in one or more of the following areas are desirable: marketing retail sales, and event/party planning. The student should be familiar with computer hardware/software including Microsoft Word and Excel. Incumbent should have a desire to learn, provide input, work hard and have fun!

Employment is conditional on successful completion of drug tests. Mail or fax cover letter, resume and references to: Student Assistant Position – Advancement, W. M. Keck Observatory, 65-1120 Mamalahoa Highway, Kamuela, HI 96743, Fax (808) 885-4464 or employment@keck.hawaii.edu. This position will remain open until filled. Applications can be filled out in person from 10 AM – 4:30 PM, Monday – Friday at the W.M. Keck Observatory. EEO/V/M/F/D/V

POSITION DESCRIPTION

POSITION TITLE: Advancement Assistant	DEPARTMENT: Advancement
INCUMBENT: Vacant	FLSA STATUS: Non-Exempt
REPORTS TO: Advancement Services Coordinator	
SUPERVISES: None	

SUMMARY:

The **Assistant** supports the Advancement office by helping to stimulate public awareness and interest in our work through boutique maintenance, marketing, donor relations activities, and informational materials.

ESSENTIAL FUNCTIONS:

1. Assist with the functions of the Advancement Office.
2. Assist with the management of retail sales of the KeckWear boutique. Maintain and update product inventory and sales record keeping database. Handle sales in house, at public lectures, telephone and online. Maintain professional presentation of KeckWear; keep inventory clean, neat and tidy.
3. Maintain the W. M. Keck Observatory Cosmic Matters e-magazine subscription list; add new subscribers.
4. Assist with preparations and activities related to special events.
5. Assist with keeping accurate records of communications with and event participation by donors and donor prospects.
6. Maintain and update the Advancement Web site with new success stories and other updates.

7. Respond to requests for informational materials and friends' packets, specific to donor relations.
8. Greet visitors and orient them to lobby displays and informational materials. Ensure equipment is clean and working properly. Maintain lobby brochures and other information.

OTHER DUTIES:

1. Assist with clerical tasks as needed.
2. Perform other duties consistent with the scope of the position.

Minimum Qualifications:

Education and Experience

1. College 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. Experience with Microsoft Word, Microsoft Excel, and the Internet.
3. Ability to communicate with a wide variety of individuals.
4. Good organizational skills and ability to give attention to detail.
5. Interest in retail management.
6. Ability to occasionally work nights and weekends.

Desirable Qualifications

1. Interest in Communications, Marketing and Special Events.
2. Retail Management and Inventory Database experience.
3. Interest in Astronomy and/or Keck Observatory.

PAY AND BENEFITS:

WMKO offers a competitive salary and benefits package commensurate with qualifications and experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to work in an office environment and is exposed to cleaning agents. The employee frequently is required to use hands, hands to finger, handle, or feel objects, tools or controls, talk or hear. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch or crawl and may be required to sit at a computer terminal for long periods of time. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and /or move up to 50 pounds. May on occasion, work at the Observatory (14,000 feet elevation).

SPECIAL REQUIREMENTS:

Employment is contingent upon successfully passing an employee reference check, criminal background check and a five year motor vehicle history check. This is a non-exempt position under FSLA regulations.

AT WILL EMPLOYMENT:

I understand that if employed, I am employed AT WILL and that no contract between myself and this employer is created by my completion of this application, my receiving employment, my continued employment or my receiving benefit of employment of any type. No promises of any form or nature have been made to me, no guarantee of any length of employment is or shall be binding on this Employer, unless in writing. I reserve the right to terminate my employment at any time and the Employer has the same right at any time.

I agree to physical or other testing when such testing is reasonably necessary in determining job related abilities or reasonable expectation of successfully performing the job to the Employer's standards.

This job description does not constitute an employment agreement between the Employer and employee, and is subject to change as the needs of the Employer and requirements of the job change.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge, and skill typically required and the scope of responsibility but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functions areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

Employee

Date

Supervisor

Date