



POSITION DESCRIPTION

Position Title:	Communications & Outreach Student Assistant	Department:	Communications
Incumbent:		FLSA Status:	Non-Exempt
Reports To:	Communications Officer	Job Code:	
Supervises:	N/A	Date:	

Summary

Under the general supervision of the Communications Officer, the **Communications and Outreach Student Assistant** provides administrative support for a variety of programs to enhance public awareness and enthusiasm for Keck Observatory and Hawaii astronomy. The CO Student Assistant will work with the Communications Officer and the Outreach Coordinator.

Essential Functions

- Assist with the research and production of electronic and print communications, including video recording and editing and social media content and distribution.
- Assist with preparations and activities related to public talks and outreach events, including nighttime events.

Additional Responsibilities

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

Required Qualifications

- High School student in good standing.

Desired Qualifications

- Interest in Astronomy, STEM and/or Keck Observatory.
- Experience in shooting and editing video and still images.
- Experience in social media and content distribution.

Skills

- Ability to read and understand policies, directives, and instructions in English.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Communication:** Ability to communicate effectively and concisely at all levels.
- **Interpersonal skills:** Ability to build collaborative, effective relationships with staff.
- **Professionalism:** Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration; accepts responsibility for own actions; follows through on commitments.

Other Requirements

- Willingness to commit to WMKO core values: Safety, Integrity, Respect, Discovery and Service.
- Willingness to commit to WMKO cultural values: Education/Learning, Communication, Teamwork, Rewarding Work Environment, Excellence, Community Involvement.
- Willingness and ability to occasionally work nights and weekends.

Physical Demands

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. This is *not* a complete list of the physical demands that may be required.

- **Sit:** Remain in the seated position continuously.
- **Stand:** Occasional standing, walking, stooping, kneeling or crouching
- **Use hands and fingers:** Repetitive movement of hands and fingers – typing and/or manipulating equipment (video cameras).
- **Talk and hear:** Express or exchange ideas by means of the spoken word to impart oral information to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- **Lift:** Raise or lower an object from one level to another (includes upward pulling) up-to 25 pounds.

Work Environment

This job operates in a professional office environment. This role may use standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.

The above information on this job description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Incumbent

Date

A copy of the current Position Description with both employee and supervisor signatures is to be kept on file in the Human Resources office.