

SMITHSONIAN ASTROPHYSICAL OBSERVATORY

# JOB SHADOWING OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES

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**THE HARVARD & SMITHSONIAN CENTER** invites individuals 18+ with disabilities to spend a day exploring career opportunities including a morning shadowing experience, workshop on applying for federal and university jobs, and two seminars on cutting-edge developments in making space research more accessible.

**SHADOWING OPPORTUNITIES INCLUDE:**  
Scientist, Research Assistant,  
Information Technology Help Desk  
Specialist, Administrator, Science  
Demonstrator, Library  
Professional, Graduate Student  
Researcher, as well as Media and  
Technology Specialists.

## OCTOBER 28, 2020

9am - 12pm • Virtual Webinar  
Center for Astrophysics | Harvard & Smithsonian  
60 Garden Street, Cambridge, MA

To Sign Up: <http://astrolab.fas.harvard.edu/sao2020.html>

QUESTIONS: Contact Christine Crowley, [ccrowley@cfa.harvard.edu](mailto:ccrowley@cfa.harvard.edu) (617) 495-7103

The Smithsonian Astrophysical Observatory and Harvard University are equal opportunity employers committed to diversity in our workplace.

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# Job Shadow Opportunities at the Harvard and Smithsonian Observatories in Cambridge

Wednesday, October 28th from 9:00am – 12:00pm

Apply: <http://astrolab.fas.harvard.edu/sao2020.html>



**Please Note:** The positions listed below are not current job openings.

## **Librarian**

This position handles reference and information requests, acquisitions, cataloging, scripting, managing the library website, creating new web portals, processing physical and digital materials including books, manuscripts, maker devices, electronic devices, and more.

## **Library Director**

This position provides strategic direction and oversees management of the Center's library. The Library Director develops collections and services to support the astronomy community's ability to create and share their research. This position also works with the community to create and administer programs and projects to address their emerging needs.

## **IT Help Desk Specialist**

In the Computation Facility, this position oversees the management and day-to-day operations of UNIX and Windows desktop systems, self-managed laptops, servers, internal and external network connectivity, printing, webcasting, AV, security, and email.

## **Multimedia Technician**

The technician is responsible for on-site and remote instruction and technical support to faculty, staff, and students on a wide range of multimedia equipment, such as computers, data projectors, wireless microphones, digital cameras, and video capture systems. The technician is also involved in resolving connectivity issues and troubleshooting equipment problems.

## **Media Supervisor**

This position is responsible for supervising part-time staff as well as the maintenance of the equipment used to teach in the classrooms at Harvard including data projectors, computers, screens, audio and video recordings and reinforcements.

## **Research Assistant**

You will learn about the death of massive stars - supernovae. The research assistant studies the different types of supernova and uses sound to classify the events. Curiosity is required!

## **Science Administrator**

This position oversees programs for undergraduate and graduate students. More specifically, the administrator is responsible for human resource management, strategic planning, recruiting, travel arrangements, and budgeting.

## **Science Demonstrator**

The Science Demonstrator is responsible for maintaining demonstration apparatus and equipment, documenting techniques, and occasionally developing new demonstrations and experiments.

## **Scientist**

Being part of a national space mission involves solving mathematical equations using a variety of numerical techniques as well as designing optics, analyzing data sets, instrument calibration, planning operations, and creating software. It also means dialogue; another shadow opportunity will start around the possibilities of using our sensorial perception (as it expresses) to explore the universe. The scientist will present one example of the data and talk about usages to explore outer space phenomena.

## **Science Communicator**

Being a scientist brings together many skills, like working on a team, designing experiments, taking data, making sure the data is good, analyzing it, and - of course - drawing conclusions about the nature of the universe. Being a science communicator means taking all of that professional experience as a scientist and conveying it to everyone who was not involved with the experiment - this could mean everything from talking to elementary school kids about galaxies, to creating videos about dark energy to be played in museums, to showing the public how the process of discovery works.