

## Job Description

**Job Title:** VIS Interpretive Guide  
**Job ID:** 29474  
**Project Name:** IfA-MKSS  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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### Job Summary

(4) Regular, Part-Time to Full-Time (50-100% FTE), RCUH Non-Civil Service positions with the Mauna Kea Observatories Support Services (MKSS), located at Hale Pohaku, on the Island of Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM HOURLY RATE: \$11.23.

**DUTIES:** Interacts with visitors to Mauna Kea through the Visitor Information Station (VIS) programs. Presents all aspects of VIS stargazing programs to the general public. Warns visitors about the hazards encountered on Mauna Kea and, provides advice on how to have a safe trip. Works as a cashier and stock person at the bookstore. Performs housekeeping duties.

**PRIMARY QUALIFICATIONS:** **EDUCATION:** Associate's Degree from an accredited community college or at least two (2) years of college level course-work. **EXPERIENCE:** Two to four (2-4) years of experience as an interpretive guide or otherwise interacting with others on a professional level such as teaching, lecturing, etc. **ABIL/KNOW/SKILLS:** Either possess or readily acquire the following knowledge and abilities: cultural, astronomical, geological, archeological, natural history and environmental features of Mauna Kea and ability to communicate these to the public in an informative and interesting manner; familiarity with the night sky, including the locations of planets, nebulae, etc.; operation of a small telescope to show visitors interesting celestial objects. Must possess and maintain a valid driver's license. Must be able obtain CPR and first aid certification within six (6) month probation period. Must be able to pass a criminal background check upon hire. **Post Offer Requirements:** Must be able to pass a criminal background check upon hire. **PHYSICAL/MEDICAL REQUIREMENTS:** Able to work continuously at nine thousand three hundred (9,300) feet altitude and occasionally at fourteen thousand (14,000) feet. Must obtain a medical doctor's approval for work at high altitudes. Able to walk with a pack approximately twenty (20) pounds over rough terrain at high altitudes. **Post-Offer Requirements:** Must be able to pass post-offer a high-altitude medical examination.

**SECONDARY QUALIFICATIONS:** Bachelor's Degree from an accredited four (4) year college or university that would be applicable to at least some of the described duties. Firsthand experience with Mauna Kea and its various resources. Experience operating astronomical telescopes. Experience working at high altitudes. Experience working within sales, contribution, and volunteer programs. Experience with astronomical imaging devices. First Responder certification. Able to speak a second language besides English.

**INQUIRIES:** Gwen Biggert 974-4205 (Hawaii).

**APPLICATION REQUIREMENTS:** The preferred method of applying for a job is through our on-line application process. Please go to [www.rcuh.com](http://www.rcuh.com), click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply

by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

**Please apply before:** 11/10/2009

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