

**COMPUTER ADMINISTRATOR,
PLANETARIUM TECHNICAL SPECIALIST**

DEFINITION

Oversees the daily operations of the College Science Center Planetarium and is responsible for maximizing educational opportunities for students and the local community.

SUPERVISION RECEIVED OR EXERCISED

Supervision is received from the Director of the College Science Center.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Assists in the development of curricula and presentations for classes taught by the college's Astronomy Department.

Develops, publicizes, and presents planetarium shows for special guests of the college, campus organizations, and local students in grades K-12.

Develops interdisciplinary uses for language classes, mathematics, chemistry, biology, computer science, animation, and other disciplines as appropriate

Develops joint partnerships with Jet Propulsion Lab and other such institutions for special projects and classes at the College campus.

Performs maintenance, repairs, and upgrades of the planetarium equipment.

Performs all systems and security management functions for the planetarium.

Maintains and ensures the cleanliness of the planetarium.

Maintains and deploys various special equipment and instructional aids.

Manages the schedule for use of the planetarium theatre.

Trains and assists faculty members and other presenters in the use of the planetarium.

Stays abreast of current topics and technologies in the field of astronomy by attending conferences, workshops, and other related activities.

Coordinates use of the planetarium for presenting shows to guests of the college, local elementary and high school students, campus organizations, etc.

Coordinates efforts with the Science Center and other campus departments to promote the Science Outreach and Teacher Training Programs.

Selects, trains, evaluates and maintains schedules of student workers.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Sky Scan Digital Planetarium or similar technology

Planetarium practices and facility maintenance.

Astronomy.

Operating complex computer systems, computer programming, video projectors, telescopes, and related equipment used in astronomy.

Public speaking techniques.

Ability to:

Meet schedules and deadlines.

Prioritize work and special projects.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively orally and in writing.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Bachelor's degree from an accredited college or university with a major in Astronomy, Science or related field.

Two years of work experience in a planetarium.

Desirable:

Work experience in a digital planetarium.