

# **INTO THE COMMUNITY: ENDING SHELTERED WORKSHOPS, SUB-MINIMUM WAGES AND ECONOMIC INJUSTICE IN THE DISABILITY COMMUNITY.**



**FRIDAY, OCTOBER 25TH  
1-2 PM**

**PHILLIPS AUDITORIUM**

**LUNCH PROVIDED**

**COLEMAN NEE  
CHIEF EXECUTIVE  
OFFICER, TRIANGLE, INC.**

**THIS MATERIAL IS BASED UPON WORK SUPPORTED BY THE NATIONAL  
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SMITHSONIAN ASTROPHYSICAL OBSERVATORY

# JOB SHADOWING OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES

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## THE HARVARD- SMITHSONIAN CENTER FOR ASTROPHYSICS

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 a Q & A about leadership and development in the workplace with an invited speaker.

## SHADOWING OPPORTUNITIES INCLUDE:

Scientist, Research Assistant, Education Researcher, Administrator, Science Demonstrator, Library Professional, Mail Processing Clerk, as well as Media and Technology Specialists.

# OCTOBER 25, 2019

9AM - 2PM • PHILLIPS AUDITORIUM

HARVARD & SMITHSONIAN CENTER FOR ASTROPHYSICS

60 GARDEN STREET, CAMBRIDGE, MA

To Sign Up: <http://astrolab.fas.harvard.edu/sao2019.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

Friday, October 25th from 9:00am – 2:00pm

Apply: <http://astrolab.fas.harvard.edu/sao2019.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.

## ***IT Help Desk Specialist***

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

## ***Media Senior Technician***

The technician is responsible for setting up and running two high profile classes in Sanders Theater at Harvard. He/she loads the equipment, sets up and sound checks the microphones, sets up a laptop and projection and records the classes.

## ***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.