

PLEASE POST

UNIVERSITY OF KANSAS

STUDENT HOURLY POOLUnit: **KANSAS GEOLOGICAL SURVEY**Address: **MOORE HALL, WEST CAMPUS**Working Job Title: **Data Entry/Clerical Assistant
(2950821-grant) - POOL**Work Study XX OR Regular Hourly XXHourly Rate: **\$ 8.65**Approx. Start Date: **October 19, 2020**KGS Section: **Data Resources Library (SH)**Hours Per Week: **10-20 hours during academic year
20-40 hours during summer opportunity**Job Specific XX Job Pool Business Hours: **Flexible****POSITION OVERVIEW:**

The work is for a data library, preserving state geological records and entering data. During the COVID environment there will be an opportunity to work remotely. There is some flexibility with schedules.

DUTIES:

- 75% Enter data and scan records, proof data and scans.
- 10% Sort, organize, incorporate, and file records.
- 5% Communicate effectively with supervisor, staff, and patrons requesting information.
- 5% Respond to telephone and email inquiries.
- 5% Other duties as directed.

REQUIRED QUALIFICATIONS:

1. KU student, meeting the minimum 6 hour enrollment requirement during the academic year for employment.
2. Experience with data entry.
3. Attention to detail as evidenced by application material.

POSITION REQUIREMENTS FOR ONSITE WORK:

1. Ability to push rolling bookcases in confined area, climb step ladders, and lift 25 pounds or more, with or without reasonable accommodation.
2. Ability to work in storage areas, capable of occasionally working with old documents which may be dusty, musty, or moldy, with or without reasonable accommodation.

PREFERRED QUALIFICATIONS:

1. Coursework or interest in geology or geography.
2. Familiarity with the water well industry and/or oil production operations.

PROCEDURES FOR APPLYING:

Apply online at <https://employment.ku.edu/student/xxxxxBR>. **This is a pool so applications will be reviewed and hires will occur throughout the year as needed.** Upload a resume (required). Cover letter welcome but not required, however it is important that candidates address how they meet the required and preferred qualification. **Provide work references.** [Internal position number 00071584.] Incomplete applications will not be considered.

PERSON TO CONTACT:

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 785-864-2152

POOL REVIEW OF APPLICATIONS IS ONGOING:	October 12, 2020 – April 11, 2021
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