

**UNIVERSITY OF KANSAS****STUDENT HOURLY EMPLOYMENT**Unit: **KANSAS GEOLOGICAL SURVEY**Address: **MOORE HALL, WEST CAMPUS**Working Job Title: **GIS Assistant (2950601-SS)**Work Study **\_XX\_** OR Regular Hourly **\_XX\_**Hourly Rate: **\$10.00 - \$12.00,**  
depending on qualifications/experienceTentative Start Date: **September 23, 2019**KGS Section: **Data Access & Support Center**Job Specific **\_XX\_** OR Job Pool **\_\_\_**Hours Per Week: **Ability to work 20 hours per week during the academic year, including breaks, and 30-40 hours per week during summer.****OVERVIEW:**

Successful student(s) will develop an understanding of the Kansas automobile crash record database. Duties will include data correction, data quality analysis, mapping, and report development.

**DUTIES:**

- 40% - Interpret geographic information and other supporting data to determine locations of car crashes
- 25% - Review results of automated address geocoding
- 20% - Perform database quality control procedures
- 10% - Manual geospatial data editing
- 5% - Other duties as assigned by supervisor

**REQUIRED QUALIFICATIONS:**

1. KU student, meeting the minimum 6 hour enrollment requirement during the fall and spring semesters.
2. Demonstrated attention to detail measured by application material.
3. Excellent communication skills and ability to follow precise verbal and written instructions measured by application material and interview.
4. Experience working effectively with minimal supervision measured by references.
5. Experience with Microsoft Office and/or G-Suite (Drive, Sheets, Docs).

**\*\*During the semester term of the appointment, the student hourly must be enrolled in no fewer than 6 credit hours. For summer periods the student hourly must: 1) have been enrolled in no less than 6 hours in the past spring semester or 2) be pre-enrolled in upcoming fall semester in no less than 6 hours or 3) be enrolled in summer session or 4) be admitted to study in the upcoming fall semester. Student Hourlies may be undergraduate or graduate students. (Exceptions granted for GRA/GTA/GA appointments DO NOT apply to Student Hourly appointments).**

**POSITION REQUIREMENTS:**

1. Position requires availability to work in 3-hour work blocks (business hours are between 8-5, M-F) during the academic year.

**PREFERRED QUALIFICATIONS:**

1. Major in geography or related field
2. Knowledge in GIS: ArcGIS Pro, ArcMap, ArcGIS Online
3. Experience with graphics design software

**PROCEDURES FOR APPLYING:**

Apply online at <https://employment.ku.edu/gis-assistant/15534br>. Complete the online student application and attach a resume. Cover letter welcome but not required. Provide work references; personal references not accepted. Applications without a resume will be considered incomplete. [Internal: Position number: 00071611]

**CONTACT INFORMATION:**

Annette Delaney  
Kansas Geological Survey  
[adelaney@ku.edu](mailto:adelaney@ku.edu)  
785-864-2152

**DEADLINE FOR APPLICATIONS:****September 11, 2019**