

Kansas Geological Survey (KGS)
University of Kansas
Lawrence, Kansas

POSITION ANNOUNCEMENT

POSITION TITLE: Research Project Specialist

KU TITLE: Research Project Specialist

APPLICATION DEADLINE: Review begins **October 31, 2022**, and will continue until a qualified pool of candidates is received.

TENTATIVE START DATE: **November 15, 2022**, exact start date is negotiable.

SALARY, EMPLOYMENT STATUS, AND FRINGE BENEFITS: Minimum \$40,000. Position is eligible for renewal each year for a total of 5 years, depending on satisfactory progress in annual year.

POSITION OVERVIEW:

The Kansas Geological Survey and KU Center for Undergraduate Research invite applications for a Research Project Specialist to oversee the NSF ESPCOR funded Emerging STEM Scholars (ESS) program. The ESS program has two primary components. The first component is a skills development program for students in their junior and senior years, paired with mentored research training experiences. The second component is a skills development program for faculty and scientists who will be trained as mentors and paired with ESS students. The successful candidate will be responsible for assisting the project leadership team in the operations and planning of all ESS program activities. A percentage of this appointment could also include program support for the FAST geophysics program, which is a near-surface geophysics research program at the Kansas Geological Survey.

KU offers great benefits to employees with up to 176 hours of paid vacation earned per year, 96 hours of sick leave earned per year, nine paid holidays plus one discretionary day, a retirement program, medical & dental insurance, life and disability insurance, other benefit plan options, and State of Kansas discounts offered by various vendors. KU also offers employees educational and professional development opportunities. The University actively encourages applications from members of underrepresented groups.

RESPONSIBILITIES:

(50%) Emerging Scholars and Emerging STEM Scholars Coordination and Implementation

- Administration: Onboarding, hiring, approving time-cards, hours tracking (including tracking work-study hours used by students).
- Meeting Coordination: Room reservations, ordering catering for meetings, disseminating and collecting evaluation surveys, preparing materials for workshops, facilitation of workshops.
- Recruiting: Disseminating advertisements for ES and ESS positions with KU departments and affiliated groups.

(35%) ESS Mentor Program Coordination

- Recruiting: Disseminating advertisements to recruit mentors within KU departments and affiliated groups.
- Meeting Logistics: Room reservations, preparing materials for workshops.
- Evaluation and Assessment: Disseminating and collecting evaluation surveys; scheduling meetings between mentors and evaluators.

(10%) Communications Support

- Attend and take notes at PI meetings.
- Assist with the annual report writing.
- Create and maintain a library of relevant research materials and publications.
- Develop content for social media that highlights ESS students and mentors.

(5%) FAST Geophysics Program Support

- Assist with geophysical data collection and/or data processing in the field.
- Creating budgets for potential research projects.
- Assist with report writing and editing.

REQUIRED QUALIFICATIONS:

1. BS/BA degree in a natural science, social science, or related field.
2. Experience with developing social media content.
3. Excellent written and verbal communication skills as evidenced by application materials.
4. Exemplary organizational and coordination skills as evidenced by previous work products which should be clearly described in the applicant's cover letter.
5. Experience working collaboratively on a team and independently.
6. Strong computer skills to include word processing, spreadsheets, and slide-making software as evidenced by application materials.

PREFERRED QUALIFICATIONS:

1. MA/MS degree in a science or related field.
2. 1+ year(s) of experience in a research position.
3. Experience designing surveys and/or assessments in Canvas or Qualtrics software.
4. Experience collecting data in a field environment.
5. Ability to document meetings efficiently, effectively, and independently.
6. Experience managing communication with teams across departments.
7. Experience facilitating workshops or formal/informal teaching.

APPLICATION PROCEDURE:

Apply online only at <https://employment.ku.edu/staff/23631BR>.

Complete the online application and upload the following required documents:

1. Cover letter addressing the required and preferred qualifications and position requirements.
2. Resume.
3. Contact information from three professional references and relationship to each reference
4. Transcripts will be requested from finalist.

Review begins October 31, 2022, and will continue until a qualified pool of applicants is received. For best consideration apply by the review date above.

CONTACT INFORMATION:

Annette Delaney, Kansas Geological Survey, University of Kansas. adelaney@ku.edu or 785-864-2152.

KANSAS GEOLOGICAL SURVEY: The Kansas Geological Survey (KGS) is a research and service division of the University of Kansas that investigates and provides information about the state's geologic and groundwater resources. The KGS has no regulatory authority and does not take positions on natural resource issues.

KGS scientists pursue research related to surface and subsurface geology, energy resources, groundwater, and environmental hazards. They develop innovative tools and techniques, monitor earthquakes and groundwater levels, investigate water-quality concerns, and map the state's surface geology. Their analyses, findings, and data are shared with the scientific community and general public through publications, online resources, and presentations. The KGS also houses thousands of oil and gas and water well records filed with the state over several decades as well as thousands of rock cores and cuttings brought to Earth's surface during oil and gas drilling.

The main headquarters of the KGS is in Lawrence on the west campus of the [University of Kansas](#), and the [KGS Well Sample Library](#) is in Wichita. Between the two locations, the KGS has a staff of approximately 115 employees, including 35 student employees. The KGS reports to the [Vice Chancellor for Research](#) at the University of Kansas and has a 12-member [advisory council](#) to provide review and guidance.

[More...](#)

LAWRENCE: A city of approximately 95,000, Lawrence is located on a rolling landscape 35 miles west of the major metropolitan area of Kansas City and 20 miles east of Topeka, the state capital. Home to [Haskell Indian Nations University](#) (<http://www.haskell.edu>) as well as KU, Lawrence offers the cultural and athletic events of a university setting. For more information on Lawrence, please visit the [Lawrence Convention and Visitors Bureau](#) (<http://www.visitlawrence.com>), the [Lawrence CyberVillage](#) (<http://www.ci.lawrence.ks.us>), or the [City of Lawrence](#) (<http://www.lawrenceks.org>) web pages.

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)864-6414, 711 TTY.