

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

POSITION ANNOUNCEMENT

POSITION TITLE: Receptionist/Sales Office

KU TITLE: Administrative Assistant

APPLICATION DEADLINE: Review begins April 11, 2022, and will continue until a qualified pool of candidates is received.

TENTATIVE START DATE: April 18, 2022, exact start date is negotiable.

SALARY, EMPLOYMENT STATUS, AND FRINGE BENEFITS: Full-time position with benefits, subject to a six-month probation and annual performance reviews. Salary is \$15-\$17 per hour, depending on qualifications and skills. 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. KU is a great place to work! The University actively encourages applications from members of underrepresented groups.

POSITION OVERVIEW: Front-line reception and publication sales position, serving as initial contact for outside customers. Responsible for assisting the public and Kansas Geological Survey (KGS) staff. After training, the successful candidate will be expected to independently answer questions and refer customers to appropriate staff, agencies, or organizations.

RESPONSIBILITIES:

30% Customer Service/Reception:

- Respond to requests for information from the public and from KGS staff.
- Greet, screen, and assist all visitors to the KGS.
- Route incoming telephone calls to appropriate individuals and sections within the KGS or other agencies and private organizations.
- Provide information and answer inquiries about services and functions of the KGS.
- Provide back-up for KGS vehicle checkout.

30% Accounting/Accounts Receivable/Deposits:

- Receive and process orders for KGS-stocked publications by U.S. and international mail, electronic mail, telephone, and fax, including credit card order.
- Assist supervisor to maintain map and publication stock, including periodic inventory.
- Process accounts receivable and refunds.
- Prepare and process deposits for both the Lawrence and Wichita offices.

20% Mail, Facilities Contact, Data Resources Library and Other:

- Sort U.S. and campus mail
- Receive and notify staff of all courier deliveries

- Maintain a working knowledge of domestic and international postal regulations and express services to assist KGS staff with any mailing service and prepare required forms.
- Serve as primary contact for daily repairs and/or upkeep.
- Initiate work orders with facilities operations and stay abreast of maintenance issues.

20% Data Resources Library:

- Assist the Data Resources Library with data entry and/or scanning and customer support of state-mandated archives of oil, gas, and water.
- Other duties as assigned by supervisor.

REQUIRED QUALIFICATIONS:

1. High School diploma or completion of GED equivalency.
2. One year of experience in skilled clerical, accounting, auditing, and/or administrative support work.
3. Three years of experience with current technologies and basic office computer systems.
4. Communication skills determined by written grammar; ability to compose, format, and manage routine correspondence, as evidenced by application materials.

PREFERRED QUALIFICATIONS:

1. One year experience in customer service.
2. One year experience in retail sales.
3. One year experience as a receptionist answering or directing public inquiries.
4. One year experience with accounting.
5. Experience or coursework with computerized database management.
6. Knowledge of Kansas geology, geography, or cartography.

APPLICATION PROCEDURE:

Apply online only at <https://employment.ku.edu/staff/21731BR>. Complete the University of Kansas Unclassified Professional Staff profile and upload the required material:

1. Cover letter addressing the required and preferred qualifications and position requirements.
2. Resume.
3. Contact information for three work references (relation, email, phone).

Review begins April 11, 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.