

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

**POSITION ANNOUNCEMENT**

**POSITION TITLE:** Temporary Travel Specialist (part-time)

**KU TITLE:** Temporary Worker-UPS

**APPLICATION DEADLINE:** Review begins **July 7, 2022**, and will continue until a qualified pool of applicants is received. For best consideration apply by the review date above.

**ANTICIPATED START DATE:** **July 18, 2022**, exact start date is negotiable

**ADVERTISED SALARY RANGE:** \$15 per hour, temporary appointment, 20 hours per week *preferably during business hours 8-5, M-F. Position can work a hybrid schedule after initial training on site* 999 hour limit from initial appointment and per paid calendar year. Temporary positions do not include benefits.

**POSITION OVERVIEW:**

Serve as part-time Travel Specialist to Kansas Geological Survey staff. This position will provide assistance to KGS staff to complete the required steps of the travel process, as well as other travel related data entry and database management. Work is of a standardized nature involving a variety of duties requiring different methods of solution and a moderate amount of independent judgment.

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 a staff of approximately 128 employees, including 35 student employees.

**RESPONSIBILITIES:**

**45% Travel:** Provide assistance and consultation to Kansas Geological Survey (KGS) staff in checking out travel p-cards and preparing travel expense reports. Submit KGS travel reports to Shared Service Center (SSC) for processing. Prepare University of Kansas (KU) Endowment Association travel check requests. Assist in developing and implementing process improvements.

**45% Review and reconcile** KGS automotive and KGS travel p-card receipts, assign KGS ID numbers and enter into KU's CONCUR system. Check out and check in KGS travel p-cards. Enter payment and order requests in FITC.

**5% Record Keeping:** Assist in database management of departmental (building key records) and purchasing vendor records, and bid files activities. Assist with retention and maintenance of travel and procurement card records. Run Excel reports and draft summaries.

**5% Other:** Provide additional support as assigned.

**REQUIRED QUALIFICATIONS:**

Qualifications will be measured by application materials and references.

1. Demonstrated experience using Microsoft Excel on Windows based PC.
2. Strong communication skills as evidenced by application materials and interview.
3. Detail oriented as demonstrated in application materials and skill in filing.
4. Available to work in 2-4 hour blocks of time within office hours.

**POSITION REQUIREMENTS:**

1. Valid driver's license for occasional courier runs in State vehicle.
2. Eligible to work in the U.S. at the time of offer.

**PREFERRED QUALIFICATIONS:**

1. Experience working in an office performing administrative/accounting duties.
2. Experience with the KU's ordering system.
3. Business and/or business related course work.
4. Experience with copying and scanning documents.
5. Ability to work independently with minimal supervision and follow general instructions.

**APPLICATION PROCEDURE:**

Apply online only at <https://employment.ku.edu/staff/22554BR>. 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 two or more professional references.

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**CONTACT INFORMATION:**

Annette Delaney, Kansas Geological Survey, University of Kansas. [adelaney@ku.edu](mailto: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) (<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) (<http://www.visitlawrence.com>), the [Lawrence CyberVillage](http://www.ci.lawrence.ks.us) (<http://www.ci.lawrence.ks.us>), or the [City of Lawrence](http://www.lawrenceks.org) (<http://www.lawrenceks.org>) web pages.

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