UNIVERSITY OF KANSAS

STUDENT HOURLY	
Unit: KANSAS GEOLOGICAL SURVEY	Address: MOORE HALL, WEST CAMPUS
Working Job Title: Map Archive Assistant	Work Study XX OR Regular Hourly XX
Starting Hourly Rate: \$13.00 KGS Program: Library/Archives (NP)	Appointment: Tentative start date September 12, 2022
Hours Per Week: During business hours, 8-5 M-F	Job Specific XX Job Pool

Business Hours: 8:00a-5:00p, Monday through Friday

POSITION OVERVIEW:

The Archive Student Assistant works with the Kansas Geological Survey's and Cartographic Services Manager to organize, digitize, and prepare geologic papers and maps for long-term storage.

DUTIES:

90% Organize, sort, digitize and house material; describe collection contents; checking collections against descriptive listings for accuracy; and creation of accurate collection listings.

5% Clean up scans using software.

5% Other duties assigned as needed.

REQUIRED QUALIFICATIONS:

1. KU student, meeting the minimum 6 hour enrollment requirement during the academic year for employment.

2. Experience with Adobe.

PHYSICAL REQUIREMENTS:

- 1. Ability to tolerate working environment that may be dusty.
- 2. Ability to bend, stretch, lift, and move boxes, folders, and objects up to 40 pounds.

PREFERRED QUALIFICATIONS:

- 1. Majoring in Museum Studies, Geology, Geography, Environmental Science, or related field.
- 2. Coursework in geology or related field.
- 3. Experience with cataloging or inventory.
- 4. Experience working with large format scanners.

PROCEDURES FOR APPLYING:

Apply for this position at https://employment.ku.edu/student/23165BR.

Complete the KU student online application and upload:

- 1. Resume
- 2. Cover letter showing how qualifications and position requirements are met is welcome, but not required.
- 3. Work references.

(Internal: 71581, New USGS Data Preservation - NGGDPP grant)

PERSON TO CONTACT:

Annette Delaney, adelaney@ku.edu, 785-864-2152

CLOSING DATE FOR APPLICATIONS: August 29, 2022

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