

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**Appointment: **Tentative start date September 12, 2022**KGS Program: **Library/Archives (NP)**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:

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CLOSING DATE FOR APPLICATIONS: August 29, 2022