UNIVERSITY OF KANSAS

STUDENT HOURLY

Department: KANSAS GEOLOGICAL SURVEY Address: MOORE HALL, WEST CAMPUS

Working Job Title: Data Entry/Clerical Assistant Work Study _XX_ OR Regular Hourly _XX_

(2950821-grant) 1-2 positions

Starting Hourly Rate: \$13.00 Appointment: Approximate start date Sept. 6, 2022

KGS Program/Area: Data Resources Library Location: Onsite

Hours Per Week: 10-20 hrs/wk during academic year Job Specific _XX__ Job Pool __ ___

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

POSITION OVERVIEW:

This position is in a public library, archiving state geological records entering data and assisting staff and customers in person, over the phone and by email. Hours must be worked between 8a-5p, Monday through Friday. Flexibility is allowed within those hours and with the start date.

DUTIES:

75% Enter data and scan records, proof data and scans.

10% Sort, organize, incorporate, and file records.

5% Communicate effectively with supervisor, staff, and patrons requesting information.

5% Respond to telephone and email inquiries.

5% Other duties as directed.

REQUIRED QUALIFICATIONS:

- 1. KU student, meeting the minimum 6 hour enrollment requirement during the academic year for employment.
- 2. Experience with data entry.
- 3. Attention to detail as evidenced by application material.

POSITION REQUIREMENTS:

- 1. Ability to push rolling bookcases in confined area, climb step ladders, and lift 25 pounds or more, with or without reasonable accommodation.
- 2. Ability to work in storage areas, capable of occasionally working with old documents which may be dusty, musty, or moldy, with or without reasonable accommodation.

PREFERRED QUALIFICATIONS:

- 1. Coursework or interest in geology or geography.
- 2. Familiarity with the water well industry and/or oil production operations.

PROCEDURES FOR APPLYING:

Apply for this position at https://employment.ku.edu/student/23134BR. Complete the KU student online application and upload a resume. A cover letter showing how qualifications and position requirements are met is welcome, but not required. Provide work references. (Internal: grant funded, 8357)

PERSON TO CONTACT:

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

CLOSING DATE FOR APPLICATIONS: September 19, 2022

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