

Kansas Geological Survey (KGS)
Kansas Geologic Sample Repository (KGSR)
University of Kansas
Wichita, KANSAS

POSITION ANNOUNCEMENT

POSITION TITLE: Temporary Geology Assistant

KU TITLE: Temporary Worker-UPS

APPLICATION DEADLINE: Review begins April 12, 2022, and will continue until a qualified pool of candidates is received.

TENTATIVE START DATE: May 9, 2022, exact start date is negotiable.

POSITION OVERVIEW:

This position is located in Wichita, Kansas. The KGSR receives and processes rock cuttings from oil and gas wells submitted by Kansas oil and gas operating companies. This position is focused on maintaining and replacing damaged cuttings storage containers while maintaining the archive's physical and organizational integrity. The cuttings are archived on-site in warehouses for industry, public and research use. This position supports the geologic research technician (GRT), the administrative assistant specialist (AAS) and the KGSR manager. Visit <http://www.kgs.ku.edu/General/wichita.html>.

SALARY, EMPLOYMENT STATUS: \$15.00 per hour. Temporary appointment, 16-29 hours per week worked in blocks during business hours 8-5, M-F. 999 hour limit from initial appointment and per paid calendar year. Temporary positions do not include benefits. [Internal positions 200152]

RESPONSIBILITIES:

90%: LIBRARY SAMPLE BOX MAINTENANCE: Replace damaged sample boxes, ensuring the replacement sample box ID is same as the damaged box ID. Place the new box in the proper location on the warehouse bulk storage racks. When needed, damaged envelopes will be replaced with new envelopes with the proper labels. When re-boxing or re-enveloping any wells samples, the original labels will be checked for accuracy with the well sample database and, when necessary, using another source such as completion cards, drillers' logs, wireline log headers, etc. Any corrections made to labels will be reported to the GRT to update the well sample database. Place filled sample boxes sequentially in the appropriate location on warehouse bulk storage racks. Utilize a database to record information on library sample box maintenance.

5%: REQUESTED SAMPLES: Retrieve and replace sample boxes per loan requests. Prepare sample boxes for customers and give identification to the GRT or administrative assistant specialist (AAS) to record in database and invoice customer. When needed, query the database to obtain sample box identification of samples for specific oil or gas well. Remove sample boxes requested for examination from warehouse bulk storage rack and place on pickup table in KGSR entryway or take to examination room if samples are to be examined on-site. Prepare and package wells samples for shipping to clients. Incumbent will place all boxes returned to the library on the sample intake table located in the sample processing room for GRT to check-in. Once checked in, return boxes to the proper location on the warehouse bulk storage racks.

2.5%: NEW SAMPLE INSPECTION & PROCESSING: Process and label samples according to depth, circulation, and skips. Record depth interval, interval feet, circulations, and skips on sample processing form. Accuracy is of great importance; errors render samples un-locatable and negate the value of the well samples. Unless directed by GRT or KGSR manager all samples are processed on the production-line conveyor belt. Maintain confidential status for samples approved by the Kansas Corporation Commission and label confidential.

2.5%: MAINTENANCE, SUPPLY & REPAIR: Pick up materials from Kansas Geological Society, Wichita State University and other places using KGSR vehicle. Perform minor preventative maintenance of assigned equipment and facilities. Also minor touch-up painting of walls, repairing minor faucet leaks, etc. and driving vehicle to and from dealer repair shop. Periodically sweep warehouse floors and empty trash receptacles. Assist in loading or unloading state and commercial vehicles and placing received items on shelves or pallets.

REQUIRED QUALIFICATIONS:

1. Good written and oral communication skills as demonstrated by application materials.
2. One year computer experience operating a PC computer with Windows XP operating system, Internet Explorer 5.0 or later version and Microsoft Access, Excel, Word, or other similar software applications as evidenced by application material.

POSITION REQUIREMENTS:

1. Must have a current driver's license.
2. Stand, climb, balance, stoop, kneel, crouch or crawl.
3. Exposure to dust, dirt and mildew associated with stored geological samples.
4. Frequently lift and move up to 30 pounds and occasionally lift and move up to 50 pounds with or without accommodation.
5. Some work will be performed in a warehouse with uncontrolled temperatures.
6. Availability to work 16-29 hours per week between 8am-5pm, Monday – Friday.

PREFERRED QUALIFICATIONS:

1. Knowledge of basic geologic and oil and gas terminologies.
2. Basic map-reading skills and working knowledge of public land survey system.
3. Ability to verbally communicate and write clearly and informatively; edit work for spelling and grammar; present numerical data accurately; read and interpret written information.

APPLICATION PROCEDURE:

Apply online only at <https://employment.ku.edu/staff/21713BR>. Complete the University of Kansas staff profile and upload a 1) resume and 2) cover letter that specifically addresses the required and preferred qualifications of the position, and 3) contact information for three professional references.

Review begins April 12, 2022, and will continue until a qualified pool of applicants is received. For best consideration apply by the review date.

CONTACT INFORMATION:

For technical questions, contact Doug Louis at doug.louis@ku.edu or 316-943-2343 x-203.

For HR questions, contact Annette Delaney at 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. [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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