

UNIVERSITY OF KANSAS

STUDENT HOURLY

Department: **KANSAS GEOLOGICAL SURVEY**Address: **MOORE HALL, WEST CAMPUS**Working Job Title: **Data Entry/Clerical Assistant**
(2950821-grant) 1-2 positionsWork Study **_XX_** OR Regular Hourly **_XX_**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**
20-40 hrs/wk during summerJob 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:

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CLOSING DATE FOR APPLICATIONS: August 22, 2022