

Kansas Geological Survey (KGS)
University of Kansas
Lawrence, Kansas

POSITION ANNOUNCEMENT

POSITION TITLE: Data Entry Assistant – Two Openings

KU TITLE: Administrative Assistant

APPLICATION DEADLINE: Review begins May 23, 2022, and will continue until a qualified pool of candidates is received.

TENTATIVE START DATE: June 6, 2022, exact start date is negotiable.

SALARY, EMPLOYMENT STATUS, AND FRINGE BENEFITS: Full-time position with benefits, subject to a six-month probation and annual performance reviews. Salary is \$15-\$16.82 per hour (\$31,200 to \$35,000 per year), depending on qualifications and skills. KU offers great benefits to employees with up to 176 hours of paid vacation earned per year, 96 hours of sick leave earned per year, nine paid holidays plus one discretionary day, a retirement program, medical & dental insurance, life and disability insurance, other benefit plan options, and State of Kansas discounts offered by various vendors. KU also offers employees educational and professional development opportunities. KU is a great place to work! The University actively encourages applications from members of underrepresented groups.

POSITION OVERVIEW:

The Data Entry Assistant will enter data in the database from paper records of old wells in the state of Kansas, scan documents for archival, and presentation on the Kansas Geological Survey public website. The task requires meticulous attention to detail and often requires research; many of these wells predate 1950. Additional duties include organizing documents and collections in storage.

Full-time position with benefits, subject to annual review. Salary is \$31,200 to \$35,000 per year (\$15.00 to \$16.82 per hour), commensurate with qualifications and experience. KU offers great benefits to employees with up to 176 hours of paid vacation earned per year, 96 hours of sick leave earned per year, nine paid holidays plus one discretionary day, a retirement program, medical & dental insurance options, life and disability insurance, other benefit plan options. In addition, there are discounts offered by various vendors to State of Kansas employees. KU also offers employees educational and professional development opportunities. KGS at KU is a great place to work!

The University actively encourages applications from members of underrepresented groups.

For more information about the KGS, visit our website: <http://www.kgs.ku.edu>

RESPONSIBILITIES:

60%: Archive records and enter data for the Data Resources Library, the State's repository for water, oil, and gas well geologic records. Organize and sort documents, enter data, scan documents and post to the KGS public website, quality check data and scans, file paper records. Participate in library and collections management and maintenance; recommend procedures related to data inventory and access, both paper and web-based. Data entry requires meticulous attention to detail and may require research.

25%: Work with documents in storage rooms at the Survey; organize, compare and weed out duplicates. Improve

organization and storage condition of documents and assist with inventories.

10%: Assist Data Resources Library patrons, including KGS staff, in the use of geologic records. Communicate effectively by telephone, email, and in-person with staff, state agencies, and public patrons requesting records, copies, and scans of information, fill orders for patrons. Answer calls pertaining to datasets in the Data Resources Library and website navigation, or refer calls. Maintain paper invoices and service records, and electronic email and files. Other duties as assigned.

5%: Crosstrain to assist in the daily operations of the Publication Sales/Reception section when needed. Respond to requests for information, greet and assist visitors, route telephone calls. Receive and process orders for publications, assist in maintaining stock inventory, record sales in QuickBooks

REQUIRED QUALIFICATIONS:

1. High School Graduate or GED.
2. Two years of experience in clerical work involving the operation of word processing and spreadsheet software and hardware.
3. Attention to detail to distinguish pertinent data, verify its accuracy, and maintain exact records as evidenced by application materials.
4. Clear written grammar and verbal communication skills as evidenced by application materials, interviews, and references.
5. Prior experience with composing, formatting, and managing routine correspondence.

POSITION REQUIREMENTS:

1. Establish and maintain effective working relationships with patrons, librarians, student staff, and other library personnel.
2. Push rolling bookcase in confined area, climb step ladder, and lift 20 pounds or more, with or without accommodation.
3. Work in storage areas, capable of working with old documents which may be dusty, musty, or moldy, with or without accommodation.
4. Reach, squat, bend, push, pull, lift, and carry up to 25 pounds, with or without accommodation.

PREFERRED QUALIFICATIONS:

1. Demonstrate ability to prioritize workloads, handle multiple tasks, coordinate work with others, and make independent decisions and work with minimal supervision.
2. Working knowledge of databases, data entry, proof reading, and scanning.
3. Experience with Microsoft Word and Excel.
4. Background in natural science; ability to read maps.
5. Knowledge of Public Land Survey Systems (section, township, range).
6. Experience in dealing with the public in person, over the phone, and/or by email.

APPLICATION PROCEDURE:

Apply online only at <https://employment.ku.edu/staff/22096BR>. Complete the University of Kansas Unclassified Professional Staff profile and upload the required material:

1. Cover letter addressing the required and preferred qualifications and position requirements.
2. Resume.
3. Contact information for two or more professional references.

Review begins May 23, 2022, and will continue until a qualified pool of applicants is received. For best consideration apply by the review date above.

CONTACT INFORMATION:

Annette Delaney, Kansas Geological Survey, University of Kansas. 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.

KGS scientists pursue research related to surface and subsurface geology, energy resources, groundwater, and environmental hazards. They develop innovative tools and techniques, monitor earthquakes and groundwater levels, investigate water-quality concerns, and map the state's surface geology. Their analyses, findings, and data are shared with the scientific community and general public through publications, online resources, and presentations. The KGS also houses thousands of oil and gas and water well records filed with the state over several decades as well as thousands of rock cores and cuttings brought to Earth's surface during oil and gas drilling.

The main headquarters of the KGS is in Lawrence on the west campus of the [University of Kansas](#), and the [KGS Well Sample Library](#) is in Wichita. Between the two locations, the KGS has a staff of approximately 115 employees, including 35 student employees. The KGS reports to the [Vice Chancellor for Research](#) at the University of Kansas and has a 12-member [advisory council](#) to provide review and guidance.

[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>) 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>), the [Lawrence CyberVillage](#) (<http://www.ci.lawrence.ks.us>), or the [City of Lawrence](#) (<http://www.lawrenceks.org>) web pages.

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University's programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)864-6414, 711 TTY.