

UNIVERSITY OF KANSAS

STUDENT HOURLY

Unit: **KANSAS GEOLOGICAL SURVEY**

Address: **MOORE HALL, WEST CAMPUS**

Working Job Title: **Data Entry/Clerical Assistant**
Two (2) openings

Work Study **_XX_** OR Regular Hourly **_XX_**
(Internal: USGS Data Preservation Grant, 8341, 71584)

Starting Hourly Rate: **\$13.00 per hour**

Appointment: **Approximate start date Feb. 20, 2023**

KGS Section: **Data Resources Library (SH)**

Location: **Onsite**

Hours Per Week: **10-20 hrs/wk during academic year**
20-40 hrs/wk during summer

Job Specific _____ Job Pool **_XX_**

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 15-20 pounds, 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/24293BR>. A complete application includes the KU student online application and a resume. A cover letter showing how qualifications and position requirements are met is welcome, but not required.

PERSON TO CONTACT:

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

CLOSING DATE FOR APPLICATIONS: February 9, 2023

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