

## **POSITION ANNOUNCEMENT**

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

**POSITION TITLE:** Temporary Library Assistant – Two Openings

**KU TITLE:** Temporary Worker-UPS

**APPLICATION DEADLINE:** Review begins February 13, 2023, and will continue until two positions are filled.

**TENTATIVE START DATE:** February 20, 2023, or as soon as possible.

**PAY RATE:** \$16.80 per hour.

**TEMPORARY position with flexible hours, 20-40 hours per week, during business hours (8a-5p, Monday through Friday).** This appointment is through June 10, 2023, to work on a specific project, however the appointment could be extended if additional funds become available. For more information about the Kansas Geological Survey (KGS) visit our [website](#). The University actively encourages applications from members of underrepresented groups. KGS at KU is a great place to work!

**LOCATION:** This position is located on-site at the Lawrence, KS, west campus.

### **POSITION OVERVIEW:**

The Kansas Geological Survey is currently hiring two Temporary Library Assistants. The Temporary Library Assistant will sort through the collection of e-logs to compare with other collections, recycle and integrate into permanent collections as needed.

### **Responsibilities:**

90%: Organize Data Resources Library collections:

- Manually move, sort, and organize current collections.
- Recycle or integrate current e-logs into permanent collection at supervisor's discretion.

10%: Perform other duties as assigned.

### **Required Qualifications:**

1. Prior experience working with records.
2. Prior experience with organizing, categorizing, and shelving records.

### **Preferred Qualifications:**

1. Experience with geologic well records.
2. Familiarity with Public Land Survey System

### **Physical 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 working with old documents which may be dusty, musty, or moldy, with or without reasonable accommodation.

### **APPLICATION PROCEDURE:**

Apply online only at <https://employment.ku.edu/staff/24281BR>. Complete the University of Kansas online application 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.

**CONTACT INFORMATION:**

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[KU NonDiscrimination/EO/AA Policy](#)