

PLEASE POST**UNIVERSITY OF KANSAS****STUDENT HOURLY**Unit: **KANSAS GEOLOGICAL SURVEY**Address: **MOORE HALL, WEST CAMPUS**Working Job Title: **Data Entry/Clerical Assistant
(2950821-T)**Work Study **XX** OR Regular Hourly **XX**Hourly Rate: **\$ 8.65**Approx. Start Date: **October 28, 2019**KGS Section: **Data Resources Library (SH)**Hours Per Week: **20 hours during academic year
20-40 hours during summer**Job Specific **XX** Job Pool **XX**Business Hours: **8:00 a.m. – 5:00 p.m., Monday through Friday****POSITION OVERVIEW:**

This position is in a public library, archiving state geological records and data and assisting staff and customers in person, over the phone and via email. Hours must be worked between 8 am and 5 pm, Mon - Fri, flexibility allowed within those hours, and with start date.

DUTIES:

- 20% Enter data and scan records, proof data and scans.
- 20% Sort, organize, incorporate, and file incoming records.
- 20% Provide clerical assistance in Data Resources Library.
- 15% Communicate effectively with patrons requesting information, supervisors, and staff.
- 10% Take telephone and email orders and photocopy records.
- 10% Assist staff and public in locating data and re-filing returned materials.
- 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 interacting with the public effectively in person, over the phone, and/or by email.
3. Experience with filing, data entry, scanners, copiers, and/or telephone, preferably in an office environment.

PHYSICAL 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. Familiarity with or previous work experience with records filed by legal land description (section, township, range).
2. Familiarity with the water well industry and/or oil production operations.
3. Coursework in geology or geography and/or experience in petroleum industry.
4. Keyboard input at 50 WPM.
5. Available to work through summer 2020, at a minimum.
6. Available 20 hours per week during academic year, including breaks, and up to 40 hours per week during summer. Hours must be worked during business hours, 8:00am-5:00pm, Monday through Friday.

PROCEDURES FOR APPLYING:

Apply online at <https://employment.ku.edu/student/15673BR>. Upload a resume (required). Cover letter welcome but not required, however it is important that candidates address how they meet each required and preferred qualification. **Provide work references.** [Internal position number 00008343.] Incomplete applications will not be considered.

PERSON TO CONTACT:

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

CLOSING DATE FOR APPLICATIONS: October 13, 2019