

UNIVERSITY OF KANSAS

STUDENT HOURLY POOL

Unit: **KANSAS GEOLOGICAL SURVEY**Address: **MOORE HALL, WEST CAMPUS**Working Job Title: **Data Entry/Clerical Assistant**
(several positions available)Work Study **_XX_** OR Regular Hourly **_XX_**Starting Hourly Rate: **\$8.65 per hour**Appointment: **Tentative start date June 28, 2021**KGS Section: **Data Resources Library**Location: **Onsite**Hours Per Week: **15-20 hrs/wk**Job Specific _____ Job Pool **_XX_****Business Hours: 8:00a-5:00p, Monday through Friday****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/19361BR>. 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. (Internal: 8349, 71584)

PERSON TO CONTACT:Annette Delaney, adelaney@ku.edu, 785-864-2152**CLOSING DATE FOR APPLICATIONS: December 31, 2021**

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: Executive 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: <http://policy.ku.edu/IOA/nondiscrimination>