# UNIVERSITY OF KANSAS

## STUDENT HOURLY POOL

#### Unit: KANSAS GEOLOGICAL SURVEY

Address: MOORE HALL, WEST CAMPUS Working Job Title: Data Entry/Clerical Assistant Work Study XX OR Regular Hourly XX (2950821-grant) - POOL Hourly Rate: \$ 8.65 Approx. Start Date: October 19, 2020 KGS Section: Data Resources Library (SH) Job Specific \_\_XX \_\_ Hours Per Week: 10-20 hours during academic year Job Pool 20-40 hours during summer opportunity **Business Hours:** Flexible

### **POSITION OVERVIEW:**

The work is for a data library, preserving state geological records and entering data. During the COVID environment there will be an opportunity to work remotely. There is some flexibility with schedules.

#### 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 FOR ONSITE WORK:

- 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 online at https://employment.ku.edu/student/xxxxBR. This is a pool so applications will be reviewed and hires will occur throughout the year as needed. Upload a resume (required). Cover letter welcome but not required, however it is important that candidates address how they meet the required and preferred qualification. Provide work references. [Internal position number 00071584.] Incomplete applications will not be considered.

### PERSON TO CONTACT:

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

#### POOL REVIEW OF APPLICATIONS IS ONGOING: October 12, 2020 - April 11, 2021

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