



**Student Archive Assistant (Lawrence, Kansas)**  
**Kansas Geological Survey (KGS)**  
**University of Kansas**

**Position Overview**

The Student Archive Assistant (position located on the Lawrence campus) works with the Kansas Geological Survey's librarian/archivist and KGS scientist to inventory, clean, organize, photograph, and slab drill-cores that will be used for future scientific research. This position will provide valuable experience for anyone interested in Kansas geology. Training will be provided.

**Job Description**

65% Assist with rock preparation, including sawing, slabbing, polishing, and photographing of samples.

30% Retrieve, process, inventory, and archive geological materials, which may include retrieval and re-stocking already-archived materials. This involves moving geological samples, sorting, cleaning, possibly re-boxing, inventorying and shelving. Samples will be transported by vehicle between core storage facilities. May also be asked to pull requested items.

5% Provide backup support as needed.

**Required Qualifications**

1. KU student meeting enrollment requirements.

**Position Requirements**

1. Must have a current driver's license.
2. Stand, climb, balance, stoop, kneel, crouch or crawl
3. Exposure to dust, dirt and mildew associated with stored geological samples
4. Frequently lift and move up to 30 pounds, with or without accommodation, and occasionally lift and move up to 50 pounds with accommodation.
5. Work in temperatures affected by extreme outdoor Kansas weather.
6. Available to work up to 20 hours weekly between 8am and 5pm, Monday through Friday.
7. Comfortable with heights for rock core retrieval forklift duties.

**Preferred Qualifications**

1. Coursework in geology or related field.
2. Use of a tile saw and/or wet saws for cutting rock samples.
3. Demonstrated ability to work independently.

4. Good communication, organizational, and interpersonal skills.
5. Ability to use a tape measure.

### **Additional Candidate Instructions**

Apply online [employment.ku.edu/student/20761BR](http://employment.ku.edu/student/20761BR)

Complete the student profile and upload the following:

1. Resume.
2. Cover letter, recommended but not required.
3. Provide work references and the relationship to the reference (e.g., supervisor).

### **Contact Information to Applications**

Annette Delaney

[adelaney@ku.edu](mailto:adelaney@ku.edu)

785-864-2152

### **Advertised Salary Range**

\$15.00 per hour

### **Work Schedule**

Available to work up to 20 hours weekly between 8am and 5pm, Monday through Friday.

### **About the KGS**

The Kansas Geological Survey (KGS) is a research and service division of the University of Kansas that investigates and provides information about the state's geologic and groundwater resources. The KGS has no regulatory authority and does not take positions on natural resource issues.

KGS scientists pursue research related to surface and subsurface geology, energy resources, groundwater, and environmental hazards. They develop innovative tools and techniques, monitor earthquakes and groundwater levels, investigate water-quality concerns, and map the state's surface geology. Their analyses, findings, and data are shared with the scientific community and general public through publications, online resources, and presentations. The KGS also houses thousands of oil and gas and water well records filed with the state over several decades as well as thousands of rock cores and cuttings brought to Earth's surface during oil and gas drilling.

The main headquarters of the KGS is in Lawrence on the west campus of the [University of Kansas](http://www.ku.edu), and the [Kansas Geologic Sample Repository](http://www.kgs.ku.edu) is in Wichita. Between the two locations, the KGS has a staff of approximately 115 employees, including 35 student employees. The KGS reports to the [Vice Chancellor for Research](http://www.ku.edu) at the University of Kansas and has a 12-member [advisory council](http://www.ku.edu) to provide review and guidance.

### **Non-Discrimination, Equal Opportunity, Affirmative Action Employer**

*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, genetic information and retaliation in the University's programs and activities. Access to information regarding equal opportunity and diversity worksite posters is available at <http://policy.ku.edu/IOA/nondiscrimination> or you may contact 785-864-4946 or [employ@ku.edu](mailto:employ@ku.edu) for alternate access options. Any inquiries regarding the non-discrimination policies should be directed to: Executive Director of the Office of Institutional Opportunity and Access, [IOA@ku.edu](mailto:IOA@ku.edu), 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)864-6414, 711 TTY.*