

PLEASE POST

1/16/2020

UNIVERSITY OF KANSAS

STUDENT HOURLY

Unit: **KANSAS GEOLOGICAL SURVEY
CAMPUS**

Address: **PARKER HALL, WEST**

Working Job Title: **Library/Archive Assistant
(2950821-S08)**

Work Study XX OR Regular Hourly XX

Hourly Rate: **\$ 8.65**

Approximate Start Date: **February 10, 2020**

KGS Section: **Library (NP)**

Hours Per Week: **10 - 15 hours per week during
business hours**

Job Specific XX Job Pool

Business Hours: **8:00 a.m. – 5:00 p.m., Monday - Friday**

DUTIES:

80% Scanning.

10% Data entry and rehousing of scientific material. This involves moving, sorting, and organizing material.

10% Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Experience with Excel.
2. Experience with Windows-based computers.

****During the semester term of the appointment, the student hourly must be enrolled in no fewer than 6 credit hours. For summer periods the student hourly must: 1) have been enrolled in no less than 6 hours in the past spring semester or 2) be pre-enrolled in upcoming fall semester in no less than 6 hours or 3) be enrolled in summer session or 4) be admitted to study in the upcoming fall semester. Student Hourlies may be undergraduate or graduate students. (Exceptions granted for GRA/GTA/GA appointments DO NOT apply to Student Hourly appointments).****

PHYSICAL REQUIREMENTS:

1. Ability to tolerate working environment that may be dusty.
2. Ability to lift and move folders up to 25 pounds.

PREFERRED QUALIFICATIONS:

1. Experience with inventory.
2. Experience with library cataloging.
3. Coursework in geology.

PROCEDURES FOR APPLYING:

Apply online at <http://employment.ku.edu/student/16403BR>. Upload a resume (required). Cover letter welcome but not required however it is important that candidates address how they meet the required and preferred qualifications. Provide work references. [Internal: position number is 00071581, 2950821-LW materials]

PERSON TO CONTACT:

Annette Delaney

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APPLICATION DEADLINE: Sunday, February 2, 2020

programs and activities. Access to information regarding equal opportunity and diversity worksite posters is available at http://www.humanresources.ku.edu/policies_procedures/category_details/index.aspx?category=8 or you may contact 785-864-4946 or 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, 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)864-6414, 711 TTY