

UNIVERSITY OF KANSAS**STUDENT HOURLY EMPLOYMENT**Unit: **KANSAS GEOLOGICAL SURVEY**Address: **MOORE HALL, WEST CAMPUS**Working Job Title: **Technical Research Assistant
(2950821-NP)**Work Study XX OR Regular Hourly XX Hourly Rate: **\$10.00 - \$10.50,**
depending on qualifications/experienceTentative Start Date: **September 20, 2019**KGS Section: **Library/Archives**Job Specific XX OR Job Pool Hours Per Week: **10-15 hours per week, as needed****DUTIES:**

80% - Retrieve, process, inventory, and archive geological materials, which may include retrieval and re-stocking of already-archived material. This involves moving donated geological samples, sorting, cleaning, possibly re-boxing, inventorying by way of computer programs and barcodes, and shelving with the use of an electric powered narrow-aisle forklift. May also be asked to pull requested item(s) for patrons, hand load them into a vehicle for transport, and then return item(s) to long-term storage.

10% - Assist with rock preparation, including sawing, slabbing, and polishing, and photographing of samples.

10% - Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

****During the semester 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. Student hourlies may be undergraduate or graduate students. (Exceptions granted for GRA/GTA/GA appointments DO NOT apply to Student Hourly appointments).****

POSITION REQUIREMENTS:

1. Valid driver's license at onset of employment for driving a state vehicle.

PHYSICAL REQUIREMENTS

1. Ability to tolerate working environment that may be dusty from old core boxes, etc.
2. Ability to lift and move boxes up to 50 pounds to overhead height.
3. Ability to be comfortable on a forklift at heights.
4. Ability to lift and carry 70 pounds with assistance.
5. Ability to work in core facilities which may range in temperatures affected by extreme outdoor Kansas weather.

PREFERRED QUALIFICATIONS:

1. Experience in library or warehouse inventory control.
2. Experience with Windows-based computers.
3. Experience or course work in geology or related field.
4. Experience with the use of hand tools and minor mechanical repairs.
5. Experience operating and maintaining a fork lift.
6. Experience in preparation of geologic samples.
7. Experience with digital photography and creation of data catalogs.
8. Available to work at least through summer 2020.

PROCEDURES FOR APPLYING:

Apply online at <https://employment.ku.edu/technical-research-assistant/15535br>. Complete the online student application and attach a resume. Cover letter welcome but not required. Provide work references; personal references not accepted. Applications without a resume will be considered incomplete. [Internal: Position number: 00071616]

CONTACT INFORMATION:

Annette Delaney
Kansas Geological Survey
adelaney@ku.edu
785-864-2152

DEADLINE FOR APPLICATIONS:**September 11, 2019**