UNIVERSITY OF KANSAS

STUDENT HOURLY EMPLOYMENT

Unit: KANSAS GEOLOGICAL SURVEY Address: MOORE HALL, WEST CAMPUS

Working Job Title: **Technical Research Assistant** Work Study **XX** OR Regular Hourly **XX**

(2950821-NP)

Hourly Rate: \$10.00 - \$10.50, Tentative Start Date: September 20, 2019

depending on qualifications/experience

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

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