



Temporary Archive Assistant (Wichita, Kansas)
Kansas Geological Survey (KGS)
University of Kansas
KS Geologic Sample Repository

Position Overview

The Temporary Archive Assistant (position located at the KGS [Kansas Geologic Sample Repository](#) in Wichita, Kansas) works with the Kansas Geological Survey's librarian/archivist and KGS scientist to inventory, organize, and photograph rotary-cuttings collected from basement rock during deep subsurface drilling. This position will provide valuable experience for anyone interested in Kansas geology. Training will be provided.

Job Description

65% Assist with rotary-cuttings preparation, including inspection, re-bagging if necessary, 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-bagging and/or boxing, inventorying and shelving by hand. May also be asked to pull requested items.

5% Provide backup support as needed.

Required Qualifications

1. High school diploma/GED equivalency.

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 per week between 8am-5pm, Monday-Friday.

Preferred Qualifications

1. Demonstrated ability to work independently.
2. Good communication, organizational, and interpersonal skills.

Additional Candidate Instructions

Apply online employment.ku.edu/staff/20756BR

Complete the unclassified 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
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.

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