

Kansas Geological Survey
University of Kansas
LAWRENCE, KANSAS

POSITION ANNOUNCEMENT

POSITION: Temporary Purchasing Assistant

LOCATION: Kansas Geological Survey, 1930 Constant Ave, Lawrence KS, West Campus

START DATE: January 2, 2020

APPLICATION REVIEW BEGINS: December 30, 2019

SALARY, EMPLOYMENT STATUS, AND FRINGE BENEFITS: \$9.50 per hour. Temporary appointment, 15-20 hours per week during business hours 8-5, M-F. 999 hour limit from initial appointment and per paid calendar year. Temporary positions do not include benefits. [Internal position 00071543]

POSITION OVERVIEW:

Serve as Temporary Purchasing Assistant. Work is of a standardized nature involving a variety of duties requiring different methods of solution and a moderate amount of independent judgment.

JOB DUTIES:

45% Travel: Provide assistance and consultation to Kansas Geological Survey (KGS) staff preparing travel expense reports. Submit KGS travel reports to Shared Service Center (SSC) for processing. Prepare University of Kansas (KU) Endowment Association travel check requests. Assist in developing and implementing process improvements.

45% Purchasing: Review KGS automotive p-card receipts and assign KGS ID number for entry into KU's CONCUR system. Enter payment and order requests in FITC and submit to SSC for processing.

5% Record Keeping: Assist in database management of departmental (building key records) and purchasing (sensitive equipment inventory, vendor records, and bid files) activities. Assist with retention and maintenance of business records. Run Excel reports and draft summaries.

5% Other: Provide additional support as assigned.

REQUIRED QUALIFICATIONS:

Qualifications will be measured by application materials and references.

1. Demonstrated experience using Microsoft Excel on Windows based PC
2. Strong communication skills as evidenced by application materials and interview.
3. Detail oriented as demonstrated in application materials.
4. Experience with filing.
5. Available to work in 2-4 hour blocks of time within office hours 8am-12noon and 1pm-5pm Monday through Friday.

POSITION REQUIREMENT:

1. Valid driver's license for occasional courier runs in State vehicle.
2. Eligible to work in the U.S. at the time of offer.

PREFERRED QUALIFICATIONS:

1. Experience working in an office performing administrative/accounting duties.
2. Knowledge of People Soft software.
3. Experience with the KU's ordering system.
4. Business and/or business related course work.
5. Experience with copying and scanning documents.

6. Ability to work independently with minimal supervision and follow general instructions.

APPLICATION PROCEDURE: Apply online at <http://employment.ku.edu/staff/16144BR>. A complete application consists of online application, resume, and professional and/or academic references. A cover letter addressing required and preferred qualifications is recommended but not required. [Internal: Position number 00071543.]

CONTACT INFORMATION:

Annette Delaney, adelaney@ku.edu, (785) 864-2152.

KANSAS GEOLOGICAL SURVEY: 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](#), and the [KGS Well Sample Library](#) 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](#) at the University of Kansas and has a 12-member [advisory council](#) to provide review and guidance.

Rolfe Mandel is Director of the KGS, which has four research sections and several supporting units that provide public services and online resources.

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