

JOB TITLE	Data Entry Operator I
DEPARTMENT NAME	Earth and Space Sciences, Pac. NW Ctr for Geologic Mapping Studies
JOB LOCATION	(Old) Oceanography Building
CONTACT/SUPERVISOR	Kathy Troost
PHONE NUMBER	206-616-9769 (Complete 10-digit number)
EMAIL ADDRESS	ktroost@u.washington.edu
BOX NUMBER	351310
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [] Acad Year Only [x]
HOURS PER WEEK	Sum: 40 hrs/wk [] or up to 19 hrs/wk [] Acad Yr: up to 19 hrs/wk [x]
RATE OF PAY	\$11.50 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

This is primarily a Data Entry and Document Scanning Position

Enter geologic data into computer using ArcGis and Oracle database interfaces. Also includes QA reviews of data entry, filing and scanning documents, collecting of geologic data from offsite locations at nearby cities, sorting of documents by geographic parameters, and some geologic fieldwork.

Minimum Qualifications:

Students will receive all necessary training to use ArcGis, database interfaces, and scanner.

Must be able to read maps, be familiar with computers, and be responsible. Must have the ability to focus on redundant tasks (this is data entry after all), the ability to work efficiently with low error rate, and be willing to work at a computer (bring your own music and earphones, it helps) and document scanner. The computer lab has opening windows and sits next to the canal which helps one tolerate sitting at a computer for hours. A background in geology or geography is preferred but not required.

Educational Benefits:

Students will learn about the geology of the Puget Lowland and have access to ample research projects for their own studies. They will have opportunities to attend field trips, lectures, and monthly professional dinner meetings for free. The Pacific Northwest Center for Geologic Mapping Studies is the canonical source for geologic information in the area and students working there often find good jobs after graduation because of the networking available to them through the staff at the Center and through the student's participation in the Center's outreach activities. The atmosphere is informal, so students can work around their class and exam schedule thereby reducing stress on their academic load. Students will learn the basics of ArcGis, a powerful program with broad applications.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883
 51% Comp. to Classified: Yes [] No []
 State [] Federal []
 Open [] Closed []

JOB NUMBER:

11EASS10

JOB CATEGORY:

SCIENCE/HEALTH