Position Summary: In two or three sentences, summarize the overall responsibilities, chief purpose or objective of this position. **Energy and Geoscience Student Worker.**

Performs data entry, cataloging, and digitizing tasks within a library environment. This is a technical position requiring knowledge of computer system operations, database systems, computer-aided mapping, and graphic design.

Task Description: Give a detailed account of all tasks that are involved in carrying out this position. Estimate the average percentage of time spent performing each task, totaling 100 percent. Arrange these tasks in order of importance with the most important task listed first and the least important task listed last. Please be specific in defining the tasks. Use additional pages if necessary. **Please do not copy the job description.**

Work Tasks and Duties:

1. Analyzes information from scientific projects and utilizes appropriate software programs to catalog, scan, bar code and shelf.  
   Percent of Time: 75%

2. Uses graphic skills to add branding in Adobe applications as well as GIS  
   Percent of Time: 15%

3. Meets with managers to discuss project progress and direction to ensure focus is sustained  
   Percent of Time: 10%

Coordination and Supervision: List the number of employees and their position titles whose activities this position coordinates or supervises. Identify the types of supervisory responsibilities performed, such as assigning work, hiring, and performance evaluation.

This is an entry level technical position without supervisory duties. The candidate is however required to coordinate with other project team members as peers or in supporting roles.

Budgetary Responsibility and Impact: Please list relevant statistics that would demonstrate the budgetary responsibility of this position (annual budget, annual payroll, number of cost centers, etc.); and/or the impact of the daily activities on the department’s/hospital’s budget (billing or purchasing duties). If this position involves purchasing, is there an authorized spending limit above which administrative approval must be obtained?

None
**Decision Making:** Describe the work actions and/or decisions that this position is authorized to make without prior approval from a supervisor. List any laws, regulations, standards, or procedure manuals that are used in performing the work.

The candidate has the authority to determine how to organize input data. Complex data organization and alteration or modification of previous data input values to be referred to the supervisor.

**Problem Solving:** Provide examples of problems, major challenges and/or issues that are addressed on a regular basis as part of this position. Describe how they are resolved.

Problems faced most frequently by the candidate involve accurate data analysis of incomplete or inaccurate raw data.

**Minimum Requirements:** Briefly describe the minimum experience, education, and any licenses, or certifications if any, required for this position.

Pursuing a degree in Geography, Geology, Library Sciences, Computer Sciences, or related field.

Working knowledge of computer programs such as Microsoft Office particularly Excel, Word, and Power Point and Adobe Acrobat/Reader required. Experience in Geographic Information Systems (GIS) and Adobe Photoshop, and Illustrator desired. Applicant must have very acute attention to detail, be self-motivated, and be willing to work independently.

**Comments:** Provide any additional information that would help us to better understand this position.

The Energy & Geoscience Institute at the University of Utah conducts important scientific research across the globe on behalf of multiple sponsoring companies, primarily from the energy industries. This position is an important contributor and team support person to ensure accurate and relevant data and information are presented clearly through graphical illustration, primarily in the form of maps with underlying databases.

Please send a cover letter and a resume to Sumer Bivens at sbivens@egi.utah.edu.