Energy Abstracts

INFORMATION SPECIALIST – PETROLEUM ENGINEERING

Energy Abstracts has an immediate opening for a full-time Information Specialist-Petroleum Engineering in Petroleum Abstracts which is an abstracting and indexing service that enables users to search the world’s petroleum literature to quickly and easily identify, and ultimately acquire published works that are most relevant to their research.

The selected candidate will work on the University of Tulsa campus and report to the Managing Editor in the Scientific and Technical Analysis Group and will perform subject analysis tasks on assigned journals, papers and patents pertaining to the theory, equipment and procedures used in engineering for petroleum exploration and production.

Essential Duties and Responsibilities
The Information Specialist, Petroleum Engineering, is primarily responsible for selecting, indexing and abstracting literature items related to upstream petroleum engineering technology. Specific duties and responsibilities include the following, but the individual will also be expected to perform all the duties necessary which are customarily performed by a person holding this position. Other duties may be assigned. Specific duties include:

- Reviewing assigned literature items and selecting appropriate material for inclusion in the Petroleum Abstracts Bulletin and its associated databases and search aids
- Performing abstracting, indexing, and other content analysis functions needed to produce information products
- Acting as liaison with contract personnel engaged in the abstracting, indexing, and English-language translation of petroleum engineering articles
- Verifying work results for technical accuracy and completeness prior to submitting for final editorial processing
- Contributing to the maintenance and development of the controlled vocabularies of the Exploration and Production and the Geographic Thesaurus
- Helping Geosciences, Search Service, and Editorial Processing staff resolve questions concerning petroleum engineering terminology, theory, and usage
- Reworking titles, terms, and abstracts as necessary to clarify and expedite the processing of translated foreign materials
- Recommending new serials publications, monographs, proceedings of professional technical meetings, and other related literature to be ordered and reviewed for inclusion in the system
- Training new employees and contract personnel in the Engineering section. Selecting representative materials for processing, checking work results, and providing constructive feedback
- Attending professional meetings to network with peers and maintaining current awareness of ideas, discoveries, procedures, and publications in the field of petroleum engineering
Knowledge and Abilities
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

➢ Demonstrate professionalism and diplomacy in interpersonal relationships
➢ Support and embrace diversity and inclusiveness
➢ Ability to be present in the office, as requested
➢ Regular weekday (Monday-Friday) attendance/availability is required during core business hours
➢ Ability to work additional hours, if necessary
➢ Ability to pass a background check

Education, Work Experience and/or Licensure
➢ US Citizenship or Permanent Residence Status required
➢ Bachelor’s degree in petroleum engineering or related technical discipline and industry experience related to the application of petroleum engineering theory, equipment, and procedures.
➢ Knowledge of current terminology used in engineering related to petroleum exploration and production.
➢ Practical experience in engineering, knowledge of petroleum engineering, and training in information science are highly desirable/preferred.

Language Skills
➢ Excellent English language oral and written skills

Energy Abstracts offers a competitive salary that is based on education and experience.

To Apply:
• Email your resume and a cover letter to: EApportunities@cig.com
• In the subject line of your email enter: “Information Specialist-Petroleum Engineering”
• Only qualified candidates should apply
• NO RECRUITERS

Energy Abstracts is an Equal Opportunity Employer