INFORMATION SPECIALIST - GEOSCIENCES

Energy Abstracts has an immediate opening for a full-time Information Specialist-Geosciences. Petroleum Abstracts is an abstracting and indexing service with Energy Abstracts 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 will report to the Managing Editor of Geosciences in the Scientific and Technical Analysis Group. The Information Specialist-Geosciences will perform subject analysis tasks on assigned journals, papers and patents pertaining to the theory, equipment and procedures used in geology and geophysics for petroleum exploration and production.

Essential Duties and Responsibilities
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:

➢ Analyze assigned literature items and selecting appropriate technical material for inclusion in the Petroleum Abstracts Bulletin and its associated databases and search aids
➢ Perform abstracting, indexing and other content analysis functions needed to produce information products
➢ Verify work results for geographic, scientific, and technical accuracy and completeness prior to submitting them for final editorial processing
➢ Analyze changes in the controlled geographic vocabulary
➢ Identify new serial publications, monographs, proceedings of professional technical meetings, and other related literature to be ordered and reviewed for inclusion in the system

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

Education, Work Experience and/or Licensure
➢ US Citizenship or Permanent Residence Status required
➢ Bachelor’s degree in geology or related technical discipline
➢ Industry experience related to the application of geological and geophysical theory, equipment, and procedures.
➢ Knowledge of current terminology used in geology and geophysics related to petroleum exploration and production.
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: EnergyAbstracts@CIG.com
• In the subject line of your email enter: “Information Specialist-Geosciences”
• Only qualified candidates should apply
• NO RECRUITERS

Energy Abstracts is an Equal Opportunity Employer