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# Example of Geology Job Description

Our company is searching for experienced candidates for the position of geology. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for geology

* Data capture, data entry, and QA/QC of field data
* Sample preparation and assistance with daily functions in camp
* Participating in daily tool box talks and camp operations
* Contributing positively to the culture of safety, health and environment (SHE)
* Work with project manager and field operations personnel to assure adequate and accurate resource data collection
* Provide engineering assistance to drilling and field operations as needed
* Provide mentorship/leadership of the Geology Department
* Work closely with other mine departments to achieve site and company strategic objectives
* Ensure that all activities of the Geology Department are consistent with all Environmental, Health and Safety policies and practices
* Be familiar with and ensure compliance with relevant Mine Health and Safety Administration (MSHA) rules and regulations

## Qualifications for geology

* Serve as the undergraduate secretary for the department by overseeing the application process under the direction of the Director of Undergraduate Studies (DUS)
* Change students' major to geology in the HUB system
* Assist students and faculty with the interpretation of HUB AAR reports, and prepare and organize advisement packets
* Maintain the undergraduate student files, track the progress of the students, review files and records for degree audit and graduation
* Complete forced registration, departmental petitions, transfer articulation requests and other forms required by the department and/or university
* Maintain and update the undergraduate information sections of the Geology Department's website