

POSITION DESCRIPTION

TITLE: Assistant Archaeologist - (Contingent, temporary)

Collective Bargaining – Ineligible - Contingent

Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

The Assistant Archaeologist will assist with fieldwork and laboratory processing for various departmental projects. The successful candidate should have fieldwork experience and be able to work in outdoor and variable weather conditions in both wooded and open environments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Assists with various archaeological-related duties, including field excavation and/or laboratory processing of artifacts.
- Assembles and organizes archaeology catalogs and associated records, checking artifacts against catalog, and digitizing artifact catalogs.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree in anthropology, archaeology or related field with some field experience or an equivalent combination of education and experience.
- Minimum two seasons' archaeological field and/or lab experience
- Excellent organizational and communication skills required.
- Must be able to work in a team-based, fast-paced environment.
- Must have a valid driver's license.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.

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Department Head/Supervisor Approval

Date

I have received a copy of my position description and, after reviewing it with my supervisor, understand the duties and responsibilities to be performed.

Employee Signature

Date