POSITION DESCRIPTION

TITLE: Project Historian - (Contingent, temporary)

Collective Bargaining – Ineligible - Contingent
Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

The Project Historian will undertake detailed archival research focused on identifying archaeological sites associated with the historical figure, Josiah Henson; part of the work will include report writing.

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.
- Conducts documentary research at archives and other repositories.
- Prepares detailed written reports of findings.

MINIMUM QUALIFICATIONS:

- Education: Master of Arts degree in anthropology, archaeology or related field or Bachelor of Arts degree in anthropology, archaeology or related field with one year experience conducting documentary research.
- Excellent organizational, analytical, writing 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.