

POSITION DESCRIPTION

TITLE: Lab Technician - (Contingent, temporary)

Collective Bargaining - Ineligible - Contingent

Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

The Lab Technician will assist with laboratory processing on campus including rehousing and inventorying archaeological collections as well as participate in field excavations as needed. The successful candidate must have completed an archaeological field school, archaeology practicum (or equivalent coursework) as well as experience with Maryland standards for collections.

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 laboratory processing of artifacts including long term conservation storage.
- Oversees undergraduates in the archaeology lab.
- Assembles and organizes archaeology catalogs and associate records, checking artifacts against catalog, and digitizing artifact catalogs.
- Assists with data collection and analysis in the lab and field.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree in anthropology, archaeology or related field with a field school in archaeology and 3+ years of laboratory and field work experience.
- Experience with the RP system storage process is preferred.
- Excellent organizational, analytical, writing and communication skills required.
- Must be able to work in a team-based, fast-paced environment.
- Ability to lift approximately fifteen (15) pounds.
- Any combination of acceptable education and experience, which has provided the provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.