

Northern Land Use Research Alaska, LLC

JOB DESCRIPTION

Position: Project Archaeologist

Date Updated: November 2017

JOB SUMMARY: The Project Archaeologist may work under the direct supervision of the General Manager or a Senior Project Archaeologist. Project Archaeologists may fully administer less complex projects (those that require smaller staffs and shorter field durations), or may work with a Senior Project Archaeologist in a support role for more complex projects. Project Archaeologists focus on project execution tasks through direct involvement with background research, developing research and field method designs, completing field investigations, technical analyses, and report writing. This position involves providing logistical support, staff planning/scheduling, completing data collection, analyses, and technical reporting. Project Archaeologists are expected to travel and fulfill field roles. The position may involve direct supervision of Archaeologists and Technicians.

ESSENTIAL FUNCTIONS:

- Assist with project planning, including development of logistics and staffing plans
- Assist Senior Project Archaeologist and General Manager in fiscal, scoping, and scheduling tasks, including assisting in proposal development
- Review literature and maps, perform field surveys, collect and analyze data, and contribute to curating collections
- Prepare and organize field data, including notes, site forms, geospatial data, photographs, and samples/artifacts
- Direct and prepare field equipment, including GPS unit set up and operation
- Produce technical written materials that meet the Secretary of the Interior's Standards and Guidelines for Historic Preservation and other federal and state review agency standards and guidelines
- Schedules and supervises cultural resources field activities, including surveys, testing, excavation, and monitoring
- Operate specialized analyses equipment, such as GPR, Total Station, and various laboratory equipment
- Provide specialist or regional expertise to projects
- Perform other project-related tasks as requested by General Manager, Senior Project, and Project Archaeologists
- Participates in professional development and training opportunities to remain current on best practices
- Contributes to development and implementation of standards, policies, and procedures
- Establishes connections with partner firms for purposes of staff sharing, professional development, and review best practices.

- Must be prompt and efficient, display a sound work ethic, and be able to foster good communication and competent business practices. Must work cooperatively and collaboratively and to ably assist both the efforts of individual employees and the public.
- Project professional, positive demeanor in voice and appearance to NLURA employees and the public.
- Other duties as assigned.

QUALIFICATIONS:

- 3 years' field experience in CRM project environments with a 2 year minimum of increasing supervisory and project management experience
- M.A./M.S. in Anthropology/Archaeology or closely related field
- Completion of archaeology field school or demonstrated equivalent with archaeology survey and data collection methods
- Demonstrated technical and analytical report writing skills
- Strong knowledge of Microsoft Office Suite and Adobe software
- Working knowledge of ArcGIS software or similar GIS platform
- Ability to navigate in remote areas utilizing Garmin handheld GPS devices
- Ability to complete physically demanding tasks in remote areas and diverse terrain, including walking, hiking, digging, and carrying loads up to 50 pounds
- Strong knowledge of the federal, state, and local laws, regulations, standards and guidelines governing CRM, including experience working with Section 106 of National Historic Preservation Act
- Demonstrated experience communicating with clients and/or regulatory agencies