Sul Ross State University
Position Description

Official Title: Archeologist III  Salary Group: 13  Job Code: 3239

Summary
Function: Performs highly complex (senior-level) archeological, research, and cultural resource management work.

Scope: Work involves the preservation, management, and research of land and underwater archeological sites.

Duties
Essential: Conducts, coordinates, and oversees land and/or underwater archeological research projects; conducts archeological investigations including surveys and excavations; reviews plans for construction projects that require archeological resource protection; maintains inventory of archeological sites; prepares manuals and publications; prepares contracts for professional services; prepares and executes research designs; may develop policies and procedures; may supervise the work of others; performs related work as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision
Received: Works under limited supervision with considerable latitude for use of initiative and independent judgment.

Given: Supervises the work of other full-time archeologists.

Education
Preferred: Master’s degree from an accredited four-year college or university with major course work in anthropology, archeology, or a related field.

Experience
Required: Experience in archeological work.

** Experience and education may be substituted for one another **

Equipment/Skills
Required: Knowledge of preservation techniques, field investigations, and laboratory procedures and analysis; ability to communicate effectively, plan and organize research projects and fieldwork, and supervise the work of others.

Working Conditions

Special: May require registration, certification, or licensure in a specialty area.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: February, 2006