

Sul Ross State University
Position Description

Official Title: Staff Archeologist **Salary Group:** Unclassified **Job Code:** 3271

Summary

Function: Recognize and assimilate archeological phenomena in the Trans-Pecos region of Texas, and accurately record this information.

Scope: Carry out archeological investigations for state, federal, and private entities.

Duties

Essential: Provide archeological services to state, federal, and private entities in order to comply with state and federal antiquities laws; assist Center for Big Bend Studies personnel with a variety of other duties pertaining to the mission of the Center; responsible for preparation or archeological and/or project reports; report assimilated information in a format required by state and federal laws as they apply; prepare and present papers or talks; supervise Center projects as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Give archeological presentations to various audiences educating and promoting preservation of archeological sites and materials in the region.

Supervision

Received: Supervised by Director of the Center for Big Bend Studies.

Given: Supervise field crew or archaeologists or other employees as assigned.

Education

Required: Bachelor's degree in anthropology or archaeology; knowledge of Trans-Pecos Texas region.

Preferred: Master's degree in anthropology or archaeology or closely related field with bachelor's degree in anthropology/archaeology; basic knowledge of Spanish language.

Experience

Required: Three or more years in researching and conducting archeological fieldwork and report preparations.

Preferred: Experience as field crew supervisor.

Equipment/Skills

Required: Survey equipment skills; ability to research, analyze, and write archeological investigation; thorough knowledge of Trans-Pecos Texas; computer word processing.

Preferred: Advanced computer knowledge.

Working Conditions

Usual: Field and laboratory work supplemented with other tasks as assigned; travel to and overnight camping at sites to conduct research; exempt from overtime provisions. Position is Security Sensitive.

Special: Presentations of findings at archeological meetings, public gatherings, and other organizations; some field work outside usual Monday-Friday, 8-5 work hours.

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

Date revised: April 24, 1998