

# **Sul Ross State University**

## **Position Description**

**Official Title:** Archeologist III

**Salary Group:** Unclassified (02) **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 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 publications; 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: Supervised by the Director of the Center for Big Bend Studies; works under limited supervision with considerable latitude for use of initiative and independent judgment.

Given: At times, supervises the work of other full-time archeologists.

### **Education**

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

### **Experience**

Required: Extensive experience in archaeological work; three or more years in researching and conducting archaeological fieldwork and report preparations; experience in the Trans-Pecos Texas region.

\*\* 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 write, communicate effectively, plan and organize research projects and fieldwork, and supervise the work of others.

### **Working Conditions**

Usual: Position is Security Sensitive. Exempt from overtime provisions.

Special: Presentations of findings in outreach efforts; some fieldwork outside usual Monday-Friday, 8-5 hours.

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

Date revised: September 15, 2011