

Sul Ross State University
Position Description

Official Title: Archeologist I

Salary Group: 4

Job Code: 3241

Summary

Function: Performs entry-level archeological field, laboratory, and scientific research work.

Scope: Work involved participating in planning and executing archeological projects, conducting research and analysis, and monitoring construction projects.

Duties

Essential: Participates in archeological surveys, tests, and excavation projects; cleans, restores and/or preserves artifacts; prepares materials for archeological publications, files, and records; monitors construction and/or archeological excavations; assists in the planning and execution of research designs; assists with maintaining inventory of archeological sites; may prepare archeological narratives, summaries, and/or reports; may participate in archeological surveys and projects and on preservation planning teams; 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.

Non-Essential:

Supervision

Received: Works under close supervision with minimal latitude for the use of initiative and independent judgment.

Given:

Education

Required:

Preferred: Bachelor'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

Preferred:

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

Equipment/Skills

Required: Knowledge of archeological field techniques and scientific laboratory procedures; ability to communicate effectively, to collect and organize field data, and to prepare reports.

Preferred:

Working Conditions

Usual: Position is Security Sensitive.

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

Date revised: October, 2005