

Sul Ross State University

Position Description

Official Title: Cultural Resources Management Coordinator
Salary Group: Unclassified (7)

Job Code: 3277

Summary

Function: Performs in a supervisory capacity in conducting archaeological research including survey, testing and excavation, with emphasis on Cultural Resources Management (CRM) projects. Assists in other CBBS functions as assigned by the director.

Scope: Oversee CRM program of the Center and carry out associated archaeological investigations for state, federal, and private entities. Participates in other CBBS projects and initiatives as assigned.

Duties

Essential: Provide archeological services to state, federal, and private entities in order to comply with state and federal antiquities laws; assist CBBS personnel with a variety of other duties pertaining to the mission of the Center as assigned; responsible for preparation or archeological and/or project reports; 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 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 other employees as assigned.

Education

Required: Master's degree in anthropology/archaeology or closely related field; basic knowledge of Spanish.

Experience

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

Preferred: Supervisory archaeological experience in West Texas.

Equipment/Skills

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

Preferred: Experience as field crew supervisor in West Texas.

Working Conditions

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

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

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

Date revised: August 15, 2019