

Official Title: Assistant Director of Outreach and Preservation Initiatives; Center for Big Bend Studies

Job Code: 3830

Salary Group: Unclassified, Group 9

Summary

Function: Organize, develop, and schedule historic/cultural preservation programming at the Center for Big Bend Studies (CBBS).

Duties

Essential: General oversight of CBBS preservation and site conservation practices including engagement of stakeholders (including but not limited to the energy sector, landowners, mineral owners, civic groups, communities, state/Federal agencies, and other conservation partners). Develop and implement engagement activities including workshops, fieldwork, and stakeholder meetings. Works collaboratively with CBBS director, scientists, and staff to expand current outreach and fieldwork activities (i.e., landowner consults, site tours, and other fieldwork etc.). Assists with fundraising and grant writing as needed for programming.

The Associate Director promotes, facilitates and supports the research, education, and outreach activities of CBBS. The Associate Director leads the establishment and implementation of engagement and outreach activities, policies and practices in collaboration with CBBS research scientists, faculty, and staff. The Associate Director conducts other duties as assigned by the director of CBBS.

Non-Essential: Attend various meetings as a representative of CBBS and Sul Ross State University as they pertain to landowner, community, conservation partner, and industry engagement, such as, but not limited to stakeholder meetings, preservation planning meetings, civic and community meetings, and others as needed.

Supervision

Received: Reports to the Director of Center for Big Bend Studies.

Given: Oversees operational and programmatic staff.

Education

Required: Advanced degree in Anthropology; and five to seven years experience in archaeological conservation.

Experience

Required: Established record of cultural resource conservation program oversight with supervision and mentoring, a record of effective leadership, management, and organizational skills, a minimum of five to seven years of cultural resource experience

Preferred: At least ten years of proven experience in archaeology and anthropology conservation. Familiarity with the Trans-Pecos, its population, and the region's cultural resources.

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Equipment/Skills

Required: Excellent administrative skills including: experience with budgeting, supervision, strong communication skills, computer literacy, and humanistic skills - ability to work with individuals (community members, conservation partners, and landowners) in diverse areas, and a record of administrative accomplishment and established a reputation as a natural resource leader.

Working Conditions

Usual: Eight-hour workday, forty hours per week with some early or late hours, depending on workload. Attendance at various professional, university, community, and public activities.

Date revised: March 2, 2023