



# Example of Archaeologist Job Description

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Our company is looking for an archaeologist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for archaeologist

- Conducts research, survey, or assessment of sites from past societies and cultures in search of answers to specific research questions
- Studies objects and structures recovered by excavation to identify, date, and authenticate them and to interpret their significance
- Consults site reports, existing artifacts, and topographic maps to identify archaeological sites
- Organizes and tracks of all field records and data
- Assesses archaeological sites for resource management, development, or conservation purposes and recommend methods for site protection
- Monitors field procedures and contribute to Research Designs, Treatment Plans, and other technical documents
- Creates a grid of sites and draw and update maps of unit profiles, stratum surfaces, features, and findings
- Records the exact locations and conditions of artifacts uncovered in diggings or surveys, using drawings and photographs as necessary
- Describes artifacts' physical properties or attributes, such as the materials from which artifacts are made and their size, shape, functions, and decoration
- Ensures that all fieldwork, analysis, and report production is conducted within quality control/quality assurance program

## Qualifications for archaeologist

- Knowledge of the Occupational Health and Safety Act
- Reliable vehicle for business use would be considered an asset
- Bachelors or Master's degree in Anthropology or related field
- Personnel Security Investigation may be required
- 2 to 5 years' experience post M.A