## **Example of Archaeologist Job Description**



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Our growing company is hiring 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

- Oversees all aspects of field research, data collection, inventory, analysis, and final report production
- Takes initiative, resolve problems, and implement improved procedures to assure tasks are completed in an effective manner
- Assist in compiling reports that record site history, methodology, and artifact analysis results, along with recommendations for conserving and interpreting findings
- Assist in the research, survey, or assessment of sites from past societies and cultures in search of answers to specific research questions
- Conduct archival and historic background research in support of scoping and report preparation activities
- Conduct Phase I surveys in a variety of terrains and setting both highly urban and rural
- Prepare technical reports assessing site sensitivity for cultural resources
- Ability to prepare Department of Parks and Recreation (DPR) 523 forms
- Conduct Native American consultation
- Provide support and technical assistance to planning and engineering staff

## Qualifications for archaeologist

 Applicants must be willing to travel, have excellent communication skills, and work well on a team and individually cultural resource management documentation and/or academic publications demonstrating strong writing skills and the ability to conduct research)

- Bachelor's Degree in Anthropology
- Geoarchaeology and geomorphology
- GIS and GPS data, equipment and software
- At least 4 years of Columbia Plateau archaeology