



Example of Archaeologist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of archaeologist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for archaeologist

- Assisting project managers in preparing scopes of work and budgets for cultural resources related tasks
- Completing other duties that may include office work associated with cultural resources management
- Working closely with local and regional Project Archaeologists and the National Archaeology and Heritage Discipline Lead to support and enhance operations in the Prairies Region
- Participate in proposal development, including the development of work plans, scope and budgets
- Understand of provincial regulatory processes in Saskatchewan, Alberta and Manitoba
- Field work, research, report writing, data collection and compilation, and GIS mapping among other duties
- Gathers data and other information to be used in the preparation of environmental reports
- Compiles and organizes environmental data collected by others
- Prepares reports for internal and external audiences
- Prepares basic data and scientific documents to include maps/figures, technical reports, agency coordination, cultural resource documents, and permit applications

Qualifications for archaeologist

- Additional experience in historical archaeology, historic architecture, ethnography or GIS is a plus, as is prior archaeological experience in Washington, Oregon, and/or Idaho
- Bachelor's degree in Anthropology, or related field
- Meet the Secretary of the Interior Standards (36 CFR 61) in archaeology, and should have demonstrated skills in CRM, including supervisory experience on Phase I, II and III projects
- Assist with the design and implementation of cultural heritage surveys, including the management of sub-contractors, liaison with curators and oversight of reporting
- Develop and manage project databases on cultural heritage sites including geo-spatial and descriptive site data