JOB TITLE: #1721 Research Archaeologist

OPEN TO: This job is open to all applicants.

LOCATION: Kellogg Center, 328 W Kellogg Blvd, St Paul, MN 55102

SALARY: $4,330.00 monthly minimum

STATUS & HOURS: Full-time (approximately 2,088 annual hours) project position through June 30, 2024. This is an ongoing position with MNHS, designed to complete a scope of services (Project) on contract with the Minnesota Department of Natural Resources.

BENEFITS: Eligible to participate in the State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.

DEPARTMENT: Archaeology

CLASSIFICATION: 11L Professional

SUPERVISORY: No

HIRING MANAGER: Director, Archaeology

POSTING DATE: December 21, 2022

DEADLINE DATE: January 4, 2023

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society’s career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.

DESCRIPTION: This position exists to conduct institutional and community-based archaeological research using non-invasive technology and methodology.

SUMMARY OF WORK: 1) Develop research design for historical and archaeological research to meet professional standards; 2) Conduct historical and archaeological investigations and research using non-invasive technology, such as unmanned aerial vehicles (UAVs) and ground penetrating radar (GPR), and remote sensing methods; 3) Process and analyze archaeological field data to document and interpret the results of research; 4) Document and prepare research reports and publications; and 5) Advise and provide professional expertise to others.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in anthropology, archaeology or related field.
- Four years conducting archaeological research to identify, evaluate and protect archaeological and historical resources.
- Experience with geophysical investigations using remote sensing methods.
- Experience with GIS, including ESRI ArcGIS Pro.
- Ability to meet licensing and permit standards established by federal and state agencies.
- Practical experience in the application of archaeological methods for archival, field, and laboratory research and analysis.
- Ability to spend extended periods of time outside in all weather conditions.
- Ability to bend, kneel, crouch, sit, stand, reach, pull, push, and lift up to 30 pounds as necessary to perform field duties.
- Valid Driver’s License.

DEMONSTRATED SKILLS IN:
- Establishing and maintaining cooperative and effective working relationships with a variety of representatives of public and private organizations; governmental officials and agencies, members of boards, foundations, commissions, and support groups; organizational managers; museum and historic site staff; and the general public.
- Ability to remain flexible and adapt to changing situations.
- Communicating, both orally and written, including preparing and delivering reports and presentations for both professional and lay audiences.
- Photography, technical writing, surveying, and drafting.
- Computer skills necessary to develop quality project and program documentation.
- Thinking imaginatively and problem solving.
- Customer service and interpersonal communications skills sufficient to establish and maintain effective working relationships.
- Multitasking, working effectively under pressure to meet deadlines, prioritizing and adapting to changing priorities.
- Working independently and taking individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Strong analytical and organizational skills with a demonstrated results orientation.
- Gathering data, analyzing, and organizing information into action plans.

KNOWLEDGE OF:
- The principles of cultural anthropology, biological anthropology, geography, geomorphology, geology, soil science, biology, zoology, botany, paleo-ecology, chemistry, and statistics.
- The advances in the discipline in order to make appropriate choices about research procedures and in order to support research results and recommendations.

DESIRED QUALIFICATIONS:
- A graduate degree in archaeology, anthropology, or related field, plus one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management.
- Competence in technical skills such as photography, technical writing, surveying and drafting.
- Practical experience in archaeological method and theory and demonstrated ability to carry research to completion.
- Experience with Midwestern prehistory and history.
- Experience with cultural resource management, the Secretary of Interior’s Standards for Archaeology and Historic Preservation, applicable Code of Federal Regulations, and applicable Minnesota Statutes.

Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don’t just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.