JOB TITLE: Archaeologist II

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

COMPENSATION: $55,702.40 annual minimum

STATUS & HOURS: Full-time, (approximately 2,080 annual hours) project position through June 30, 2025. This is an ongoing position with MNHS, designed to complete a scope of services (Project) on contract with the Minnesota Department of Natural Resource

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

DESIGNATION: Bargaining Unit AFSCME Local 3173

POSTING DATE: March 7, 2024

DEADLINE DATE: Open Until Filled

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 complete archaeological field and laboratory projects for research, interpretation, and cultural resource management reviews through an interagency agreement with the Minnesota Department of Natural Resources (“agency”).

SUMMARY OF WORK: 1) Conduct archaeological and historical research to identify, evaluate and protect archaeological and historical resources in areas of agency undertakings; 2) Document and prepare reports on all phases of research to satisfy contractual and professional obligations; 3) Conduct analysis of archaeological field data to document and understand the results of field research; 4) Develop project-specific research design to ensure protection of historical and archaeological resources to meet professional standards with minimal disruption of agency planning and construction schedules; 5) Manage archaeological and historical research projects to ensure agency compliance with historic preservation law and agency policy; and 6) Provide professional expertise to others.

MINIMUM QUALIFICATIONS:
- Bachelor’s degree in anthropology, archaeology or related field.
- One year of supervised field and analytical experience in general North American archaeology.
- Four years conducting research to identify, evaluate and protect archaeological and historical resources.
- Practical experience in the application of archaeological methods for archival, field, and laboratory research and analysis.
- Ability to meet licensing and permit standards established by federal and state agencies, including the Secretary of the Interior’s Professional Qualifications Standards and the Minnesota Office of the State Archaeologist.
- 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.
- Ability and willingness to travel.
- Valid Driver’s License.

DEMONSTRATED SKILLS IN:
- Application of archaeological methods for archival, field, and laboratory research and analysis.
- Computer skills necessary to develop quality project and program documentation.
- Proficiency in technical skills such as photography, technical writing, surveying, and drafting.
- Establishing and maintaining cooperative and effective working relationships with a variety of representatives of public and private organizations; communities, governmental officials and agencies, members of boards, foundations, commissions, and support groups; organizational managers; and the general public.
- Working independently and taking individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Multitasking, working effectively under pressure to meet deadlines, prioritizing and adapting to changing priorities.
- Ability to remain flexible and adapt to changing situations.
- Thinking imaginatively and problem solving.

DESIRED QUALIFICATIONS:
- An advanced degree in anthropology, archaeology or related field.
- Experience in Upper Midwest archaeology.
- 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.
- Familiarity with the basic principles of cultural anthropology, biological anthropology, geography, geomorphology, geology, soil science, biology, zoology, botany, paleo-ecology, chemistry, and statistics.
- Expertise in a specialized skill such as GIS, geomorphology, material culture studies, or advanced laboratory analyses.

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.