



Crow Canyon Archaeological Center Job Description

Position Title: Archaeology Laboratory Assistant
Department: Archaeology
Employment Category: Full-Time
Status: Non-Exempt
Reports to: Laboratory Manager
Revised & Approved: 11/21/2016 SLP/DLF

Position Summary:

The Archaeology Laboratory Assistant will assist with all activities associated with the operation of an archaeological research and teaching laboratory. Activities will include, but not be limited to, collections and records management, sample processing, artifact analyses, and assisting with teaching experiential education programs to participants of varying ages (fourth grade to adults) and groups of varying sizes (1 to 24 participants).

Education and/or Experience:

Bachelor's (B.A.) degree in anthropology or a related field, and a minimum of one year of archaeological laboratory experience, including experience in lithic and pottery analyses.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist the Laboratory Manager with artifact analysis, data entry, and report writing
- Assist the Collections Manager in performing basic laboratory tasks, including checking-in field bags, size-sorting and washing artifacts, processing flotation samples, and cataloging artifacts and samples
- Assist the Laboratory Education Coordinator in developing lesson plans and teaching lab-education programs to participants (fourth grade through adult)
- Assist with laboratory maintenance, including basic upkeep, cleaning, monitoring supply needs, etc.
- Present the results of Crow Canyon research at professional conferences
- Deliver evening programs during the program season, as needed

Knowledge, Skills, and Abilities:

- Familiarity with archaeological analyses, including pottery, chipped-stone, and ground-stone analyses, and with the processing of nonartifactual specimens
- Ability to learn to teach archaeological laboratory methods to program participants (fourth grade through adult) of varying backgrounds and abilities
- Ability to learn to teach evening programs offered to program participants (fourth grade through adult) of varying background and abilities
- Ability to read, analyze, and interpret professional scientific literature, technical procedures, and industry-applicable regulations
- Ability to present information effectively and respond to questions from program participants (students and adults), customers, and the general public
- Ability to use the computer software necessary to perform the essential tasks and responsibilities listed above, including, but not necessarily limited to, Microsoft Office Suite (Word, Excel, PowerPoint, and Access)
- Ability to communicate effectively, both verbally and in writing

- Strong customer-service skills, including active-listening skills—ability to give full attention to what our program participants are saying, taking the time to understand the point being made, and asking appropriate questions; ability to actively seek ways to assist participants
- Ability to work evenings and weekends, as necessary
- Ability to work as part of a team

Physical Demands:

The employee must be able to:

- Occasionally lift and/or move up to 50 pounds
- Work at a computer for extended periods of time
- Sit and stand for extended periods of time
- Hear and have visual acuity
- Work weekends and irregular or extended work hours, as needed
- Be physically fit to complete the essential duties of the job

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Required Certificates, Licenses, and/or Registrations:

- Background check upon hire
- Valid driver's license if required to drive
- Must be insurable by Crow Canyon's automobile liability carrier upon hire and while employed in this position if required to drive
- Complete transportation-related training if required to drive
- Current First Aid and CPR certification or willingness to be trained and certified
- Current physical exam and health history completed by a licensed medical health care professional

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.