



## Crow Canyon Archaeological Center Job Description

<b>Position Title:</b>	Postdoctoral Scholar in Pottery Analysis — Northern Chaco Outliers Project
<b>Status:</b>	Exempt
<b>Employment Category:</b>	Full Time
<b>Reports directly to:</b>	Laboratory Manager
<b>Reports indirectly to:</b>	Director of the Research Institute

### Position Summary:

This Postdoctoral Scholar in Pottery Analysis for the Northern Chaco Outliers Project designs and conducts artifact analyses and artifact-based archaeological research; disseminates research results by writing professional reports and papers; and ensures the accuracy, consistency, and completeness of analyses data in the research database. The focus of this postdoctoral appointment will be on pottery artifacts from the Northern Chaco Outliers Project, with an emphasis on pottery from Wallace Ruin. The Postdoctoral Scholar will be part of the Research Institute and Archaeology departments at Crow Canyon, and is part the William D. Lipe Advances in Research program. The Laboratory Manager will serve as the primary mentor and supervisor for the Postdoctoral Scholar. The primary purpose of this postdoctoral position is to provide the opportunity for the Postdoctoral Scholar to gain skills and experience in order to advance in their profession. This position is for a two-year term.

### Education and Experience:

PhD required in anthropology or related field (ABD with defense date scheduled will be considered), with a minimum of two years of experience in archaeological lab work, database management, analytical design, and report writing and production. Experience must include analysis of pottery from the US Southwest using current analytical methods and techniques.

### 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct standard analyses of pottery
- Work with other members of the archaeology staff to design new artifact analyses, evaluate and modify existing analyses, and maintain analytical consistency in standard artifact analyses
- Teach artifact analysis to lab staff, interns, volunteers, and program participants
- Write and/or supervise the production of reports on analytic methods and results in fulfillment of government permit requirements and other legal and professional obligations
- Complete a report on the pottery from Wallace Ruin by the end of the second year of the postdoctoral appointment
- Write and publish professional research papers in collaboration with Crow Canyon archaeologists
- Present papers/posters at regional and national conferences

- Work with the collections manager to enter and edit artifact analysis and sample data in the research database and ensure their accuracy and completeness
- Participate in Archaeology department staff meetings
- Assist with the development of a Chaco Research Conference to be held at Crow Canyon during winter 2019–2020

**Additional Opportunities:**

In conjunction with the Postdoctoral Scholar’s postdoctoral mentoring plan (to be developed at the beginning of their appointment), the Scholar will have the opportunity to participate in developing and executing Crow Canyon’s educational programs. These opportunities may include:

- Working with the Lab Education Coordinator in teaching lab programs to participants (fourth grade through adult)
- Developing and serving as an assistant instructor in Crow Canyon’s College Field School
- Teaching educational evening programs, or delivering evening lectures on Wallace Ruin research
- Working with the Crow Canyon communications staff on public-audience products
- Assisting with development and educational outreach

**Knowledge, Skills, and Abilities:**

- Knowledge of artifact analyses and artifact-based archaeological research; ability to keep up-to-date on current developments in archaeological research
- Ability to produce complex analytical reports
- Ability to use and interpret descriptive and inferential statistics
- Exceptional writing, editing, and proofreading skills
- Critical eye for detail and consistency; ability to produce accurate, high-quality work
- Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint, and Access)
- Ability to effectively present information in one-on-one and group situations to employees of the organization, program participants, and peer professionals
- Strong sense of initiative (self-starter)
- Ability to work with 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:**

- Valid driver’s license

- Must be insurable by Crow Canyon's automobile liability carrier upon hire and while employed in this position.
- Background check upon hire
- Current First Aid and CPR certification
- Current Health Statement

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.

**I have received a copy of my job description. I understand and accept the responsibilities of this position.**

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Signature of Employee

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Date