



Crow Canyon Archaeological Center Job Description

Position Title: Archaeology Intern
Status: Non-exempt
Employment Category: Temporary (10 wk Internship)
Reports to: Director of Archaeology
Revised: 3-13-19/SR,EE

Position Summary:

Archaeology Internship is an entry level position designed to provide valuable experience working and learning from our research and education staff in the field and lab, thus ensuring a positive learning experience and providing on-the-job training.

Education and/or Experience:

Advanced undergraduate or graduate course work in archaeology, anthropology, museum studies, or related fields is required. Minimum of four weeks archaeological field and/or laboratory experience is required.

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.

Archaeology interns will gain experience in some or all of the following areas:

Field Interns

- Instructing and overseeing lay participants in basic excavation techniques and archaeological concepts
- Answering questions about research that are posed by site visitors
- Excavating and recording architectural and nonarchitectural contexts
- Maintaining provenience control for excavated contexts and cultural materials
- Writing narrative notes and completing provenience forms
- Drawing measured plan maps and cross sections
- Drawing and describing stratigraphic profiles
- Using a total station
- Photographing archaeological contexts
- Surveying for buried structures using electrical-resistivity geophysical equipment

Laboratory Interns

- Processing archaeological specimens and samples
- Maintaining provenience control for cultural materials and records
- Analyzing a variety of artifacts, including pottery, stone tools, and stone debitage
- Managing archaeological collections using a relational database
- Maintaining a small research library
- Instructing and overseeing lay participants in artifact identification and laboratory methods and procedures

Laboratory internships will emphasize cataloging and analysis of archaeological collections, particularly pottery and stone artifacts. Interns will also have the option of working on a special project involving analysis and interpretation of artifact collections.

Knowledge, Skills, and Abilities:

- Motivation to improve field, laboratory, and (field and laboratory applicants only) teaching skills
- Ability to work as part of a team (interns attend research staff meetings and participate in discussions about research strategies and organization and scheduling of work)
- (Field and laboratory applicants only) desire to instruct lay participants ranging from fourth graders to adults, many of whom have no previous archaeological experience
- Ability to perform technical work, make careful observations, and record data legibly and accurately

Physical Demands:

- Must occasionally lift and/or move up to 50 pounds
- Must be able to regularly lift and/or move up to 30 pounds
- Must be able to work in adverse weather conditions including heat, rain, and snow
- Must be able to ascend and descend ladders for program activities
- Must be able to walk over uneven terrain
- Must be able to legally and safely operate a 15-passenger van and mini van
- Must be able to stoop, kneel, reach, crouch, or crawl to perform essential job duties
- Must be able to sit for a prolonged period of time

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

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
- Complete transportation-related training
- 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.

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

Signature of Employee

Date