Position Title: Postdoctoral Scholar in Environmental Archaeology
Status: Exempt
Employment Category: Full-Time
Reports to: Executive Vice President of the Research Institute
Approved: 11/13/23

Position Summary:
This Postdoctoral Scholar in Environmental Archaeology designs and conducts human-environment relationship-based archaeological research; disseminates research results by writing professional reports and papers; and ensures the accuracy, consistency, and completeness of data in the research database. The focus of this postdoctoral appointment is on synthesizing robust data sets from the Crow Canyon Multi-Site Research Database to contribute insights into human-environment interactions, climate change, and sustainability. The Postdoctoral Scholar will be a team member of the Research Institute. The Executive Vice President of the Research Institute and archaeologists in the Research Institute and Archaeology departments will serve as the primary mentors for the Postdoctoral Scholar. The primary purpose of this postdoctoral position is to provide the opportunity for the Postdoctoral Scholar to gain skills and experiences to advance their career. This position is for a two-year term. In addition, the Environmental Archaeologist co-develops projects with Indigenous co-creators and contributes to projects and programs that are beneficial to Crow Canyon's Indigenous partners and other stakeholders, incorporating anti-bias and anti-racist pedagogy, building cross-cultural competencies, and forwarding equity and social justice as important elements in developing the Center's mission-related work. These programs will reflect what Crow Canyon has learned from ancestral and contemporary Indigenous people over the last four decades, and how best to support cultural continuity and preservation in the present and future.

Education and Experience:
Ph.D. required in anthropology or related field (ABD with defense date scheduled will be considered), with a minimum of two years’ experience in lab work, field work, database
management, analytical design, and/or report writing and production. Experience in the U.S. Southwest with current analytical methods and techniques is required.

The successful applicant will have a research profile involving the environmental archaeology of the U.S. Southwest. Applicants must be involved in research on the broad range of human interactions with the environment and have relevant methodological expertise such as the analyses of plants, animals, water, and/or landscapes. The research focus may involve specialization in archaeobotany, zooarchaeology, geoarchaeology, hydrology, paleoproductivity, paleoclimatology, computational and data-science methods, specialized laboratory analyses, and/or geospatial analysis. The exact specialization is open, with the expectation the successful applicant will complement the Research Institute's existing research profile.

**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 environment/human data
- Work with other members of the staff to design new analyses, evaluate and modify existing analyses, and maintain analytical consistency in standard analyses
- Teach analysis to lab staff, interns, volunteers, and program participants as required
- Publish a minimum of two peer-reviewed journal articles in collaboration with Crow Canyon researchers by the end of the second year of the postdoctoral appointment
- Present papers/posters on Crow Canyon research at regional and national conferences
- Work with the Database Manager to enter and edit data in the research database and ensure their accuracy and completeness
- Participate in Archaeology and/or Research Institute department staff meetings
- Communicate relevance and impacts of environmental archaeology research to the public
- Keep up to date with current governmental policies surrounding the environment and their relationship to environmental archaeology. Regularly communicate with Crow Canyon staff about updates and developments.
- Maintain collaborative relationships with Research Institute Associates and external researchers
- Provide service to the discipline of archaeology (i.e., review articles and/or books, serve on committees, serve on editorial boards, etc.)
**Additional Opportunities:**
In conjunction with the Postdoctoral Scholar’s postdoctoral mentoring plan, the Scholar will have the opportunity to participate in developing and executing Crow Canyon’s educational programs. These opportunities may include:
- Working with the Mission staff to teach programs to participants (fourth grade through adult) when necessary
- Teaching educational evening programs, or delivering evening lectures on research when necessary
- Working with the Crow Canyon communications staff on public-audience products
- Assisting with development and educational outreach
- Provide professional development lectures or training to Crow Canyon staff and volunteers

**Knowledge, Skills, and Abilities:**
- Knowledge of data analyses and artifact-based archaeological research; ability to keep up-to-date on current developments in archaeological research
- 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
- Exceptional communication skills
- Ability to produce complex analytical reports, especially using data from the Research Database

**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 their supervision.