



CROW CANYON ARCHAEOLOGICAL CENTER

Position Title:	Archaeology Laboratory Intern
Status:	Non-exempt
Employment Category:	Temporary (10 weeks)
Reports to:	Laboratory Manager

Position Summary:

The Archaeology Laboratory Internship is an entry level position designed to provide valuable hands-on experience working with and learning from our staff in Crow Canyon's laboratory.

Education and Experience:

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

Essential Duties and Responsibilities:

Laboratory internships emphasize essential tasks in archaeological laboratory settings—cataloging, analyzing, and documenting archaeological materials. To perform this job successfully an individual must be able to execute each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability necessary rather than an exhaustive list.

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

- processing, organizing, analyzing, and documenting a variety of archaeological materials, including pottery, stone, soil samples, botanical materials, and faunal materials
- better understanding information that laboratory analyses can provide, and linkages to specific analysis and documentation procedures
- working with and instructing participants in the identification and documentation archaeological materials, and ensuring detail-oriented methods and procedures
- maintaining provenience control for cultural materials and records
- managing archaeological collections using a relational database

Knowledge, Skills, and Abilities:

- Motivation to learn, reflect on, and improve laboratory skills
- Motivation to learn, reflect on, and improve teaching skills
- Ability to work as part of a team with staff, volunteers, interns, visiting researchers, and program participants
- Ability to work with participants ranging in age from fourth graders to adults, many of whom have no previous archaeological experience
- Attention to detail: the ability to perform technical work, make careful observations, and record information in a consistent, legible, and accurate fashion
- Ability to work with and learn from diverse communities in a respectful, thoughtful, and reflexive manner

Physical Demands:

- Occasionally lift and/or move up to 50 pounds
- Regularly lift and/or move up to 30 pounds
- Legally and safely operate a 15-passenger van and minibus
- Stoop, kneel, reach, and crouch to perform essential job duties
- Work in a variety of outdoor and indoor settings
- Sit for prolonged periods of time
- Sort or analyze macroscopic and microscopic archaeological materials for prolonged periods

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
- Complete transportation-related training
- Must complete an annual health history

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.