

- JOB TITLE:** #1785 Archaeologist III
- LOCATION:** Kellogg Center, 328 W Kellogg Blvd, St Paul, MN 55102
- COMPENSATION:** \$72,240.00 annual minimum, commensurate with experience
- STATUS & HOURS:** Full-time, (approximately 2,080 annual hours) project position through June 30, 2025. This is an ongoing position with MNHS, designed to complete a scope of services (Project) on contract with the Minnesota Department of Natural Resources.
- BENEFITS:** Eligible to participate in the State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.
- DESIGNATION:** Supervisory
- POSTING DATE:** May 5, 2023
- DEADLINE DATE:** Open Until Filled
- TO APPLY:** Interested applicants must apply online at the Minnesota Historical Society's career center at [www.mnhs.org/jobs](http://www.mnhs.org/jobs) and include a resume and cover letter by the application deadline date.
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**DESCRIPTION:** This position exists to manage, coordinate, and conduct archaeological research, provide expertise and coordination, and to evaluate cultural resources protection for the Minnesota Department of Natural Resources( "agency") to ensure compliance with state and federal preservation law.

**SUMMARY OF WORK:** 1) Manage archaeological and historical research programs to ensure agency compliance with historic preservation law and agency policy; 2) Provide expertise and advice to local, state, and federal agencies in the review of development projects crossing lands managed by the DNR and/or projects funded by DNR-administered grants; 3) Provide overall direction for the hiring, training, supervision, and motivation of assigned staff, interns, and volunteers and ensure overall compliance with MNHS policies and procedures; 4) Develop program research design to ensure protection of historical and archaeological resources to meet professional standards with minimal disruption of agency planning and construction schedules; 5) Support other program managers in archaeological and historical research to identify, evaluate and protect archaeological and historical resources in areas of agency undertakings; and 6) Provide professional expertise to others.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in archaeology, anthropology, or a closely related field.
- Two years of full-time professional experience or equivalent specialized training in archaeological research in North American archaeology, administration, or management.
- Six years of experience in research, writing, teaching, interpretation, or other demonstrable professional activity within an academic institution, historic organization or agency, museum, or other professional institution; OR substantial contribution to the field through research and publication.

- Experience with cultural resource management, the Secretary of Interior's Standards for Archaeology and Historic Preservation, applicable Code of Federal Regulations, and applicable Minnesota Statutes
- Ability to meet licensing and permit standards established by federal and state agencies, including the Secretary of the Interior's Professional Qualifications Standards and the Minnesota Office of the State Archaeologist.
- Ability and willingness to travel
- Valid Driver's License.

#### **DEMONSTRATED SKILLS IN:**

- Application of archaeological methods for archival, field, and laboratory research and analysis.
- Computer skills necessary to develop quality project and program documentation.
- Proficiency in technical skills such as photography, technical writing, surveying, and drafting.
- Supervisory experience, including the ability to recruit, hire, mentor, and actively manage employee's performance to ensure success towards organizational goals.
- Establishing and maintaining cooperative and effective working relationships with a variety of representatives of public and private organizations; communities, governmental officials and agencies, members of boards, foundations, commissions, and support groups; organizational managers; and the general public.
- Working independently and taking individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Multitasking, working effectively under pressure to meet deadlines, prioritizing and adapting to changing priorities.
- Ability to remain flexible and adapt to changing situations.
- Thinking imaginatively and problem solving.

#### **DESIRED QUALIFICATIONS:**

- An advanced degree plus three years field experience in various project related responsibilities or equivalent.
- Demonstrated supervisory experience with strong human relations, interpersonal, and leadership skills.
- Experience in Upper Midwest archaeology.
- Familiarity with the basic principles of cultural anthropology, biological anthropology, geography, geomorphology, geology, soil science, biology, zoology, botany, paleo-ecology, chemistry, and statistics.
- Expertise in a specialized skill such as GIS, geomorphology, material culture studies, or advanced laboratory analyses.

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Should you have questions with the application process, email [humanresources@mnhs.org](mailto:humanresources@mnhs.org) or call MNHS Job Line at 651-259-3181.

*At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.*