

- JOB TITLE:** #1880 Archaeologist III
- LOCATION:** DNR Central Office, 500 Lafayette Road, St. Paul, MN 55155
- COMPENSATION:** \$72,240.00 annual minimum; commensurate with experience
- STATUS & HOURS:** Full-time, (approximately 2080 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:** March 1, 2024
- DEADLINE DATE:** Open Until Filled \*Priority will be given to applications received before March 15, 2024
- 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, direct, and conduct the archaeological research for the Minnesota Department of Natural Resources ("agency") Division of Parks and Trails, including preservation, public education, and interpretation.

**SUMMARY OF WORK:** 1) Manage the archaeological research and preservation program to ensure agency compliance with historic preservation laws; 2) Develop programmatic research design to ensure protection of archaeological resources to meet professional standards; 3) Direct and conduct archaeological research to identify, evaluate, and protect archaeological resources in areas of agency undertakings; 4) Direct analysis of archaeological field data to document and understand the results of field research; 5) Document and prepare reports on all phases of research to satisfy contractual and professional obligations; 6) Provide overall direction for the hiring, training and education, supervision, and motivation of assigned staff, interns, fellows, and volunteers and ensure overall compliance with MNHS policies and procedures; and 7) Provide professional expertise to others.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in archaeology, anthropology, or a closely related field.
- Two or more years experience in cultural resources management under state and/or Tribal, federal historic preservation law and regulation.
- Four to 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.

- Ability to meet licensing and permit standards established by federal and state agencies, including the Secretary of Interior's Professional Qualification Standards and the Minnesota Office of the State Archaeologist.
- Demonstrates supervisory experience and performance management.
- Familiarity with basic principles of cultural anthropology, biological anthropology, geography, geomorphology, geology, soil science, biology, zoology, botany, paleo-ecology, chemistry, and statistics.
- Proficiency in technical skills such as GIS, photography, technical writing, surveying, and drafting.
- Ability to work outside in variable weather conditions.
- Ability to bend, crawl, kneel, crouch, and lift objects up to 30 pounds.
- Ability and willingness to travel.
- Valid Driver's License

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

- Ability to establish and maintain cooperative and effective working relationships with a variety of representatives of public and private organizations; descendant communities, governmental officials and agencies, members of boards, foundations, commissions, and support groups; organizational managers; museum and historic site staff; and the general public.
- Familiarity with advances in the discipline in order to make appropriate choices about research procedures in order to support research results and recommendations.
- Demonstrated ability to conduct research independently.
- Demonstrated ability to bring projects to completion in a timely manner.
- Ability to remain flexible and adapt to changing situations.
- Computer skills necessary to develop quality project and program documentation.
- Demonstrated ability to work independently and take individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Demonstrated ability to multitask, work effectively under pressure to meet deadlines, prioritize and adapt to changing priorities.
- Demonstrated ability to think imaginatively and problem solve.
- Strong analytical and organizational skills with a demonstrated results orientation.
- Gathering data, analyzing, and organizing information into action plans

#### **DESIRED QUALIFICATIONS:**

- Advanced degree plus three years program-related experience, responsibilities or equivalent.
- Demonstrated supervisory experience with strong interpersonal and leadership skills.
- Experience in Upper Midwest Archaeology
- A high degree of expertise in the discipline of archaeology.
- Expertise in a specialized skill such as geomorphology, material culture studies, or advanced analyses.
- Experience in developing skill sets for entry-level archaeologists and junior staff, interns and fellows.
- Considerable practical experience in the application of archaeological methods for archival, field, and laboratory research and analysis.

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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.*