

Public Service Assistant Specialist
Public Service Archaeology & Architecture Program
Department of Anthropology
University of Illinois at Urbana-Champaign

The Public Service Archaeology & Architecture Program is searching for three Public Service Assistant Specialists that will conduct all levels of cultural resource investigations throughout the Midwest as part of a University of Illinois at Urbana-Champaign-based cultural resources management program. Position requires in-State and out-of-State travel and overnight stays, and extensive outdoor fieldwork in a variety of weather, field, and travel conditions.

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.

DUTIES AND RESPONSIBILITIES

The position responsibilities include conducting all levels of cultural resource field investigations (reconnaissance survey, archival, collection of geographic and soils data, NRHP evaluations, data recovery excavations, and standing structure recordation) in field settings across the Midwest either individually or as part of a research team. Processing field data including archaeological, architectural, Geographic Information, and Global Positioning systems; employing research skills to conduct archival and historical research online to support program contracts; conducting laboratory analysis of field data to provide analysis tables; preparing reports to meet Federal and State standards for Cultural Resource compliance work; assisting in training program personnel in data collection and interpretation; maintaining Program's hardware and software; and providing assistance for other Program needs. These positions require in-State and out-of-State travel and overnight stays.

QUALIFICATIONS

Required: Master's degree in Anthropology or a related field. Demonstrated experience in conducting six months of archaeological surveys and excavations. Experience importing and exporting shape files. Experience with GPS field data collection and post processing, and experience completing materials analysis of archaeological assemblages. Completion of an Archaeological field school. Valid driver's license.

Preferred: Ph.D. degree in Anthropology or a related field. Prior field and laboratory experience with Midwest archaeological sites. Experience with technical report authorship. Experience interpreting soils and geomorphology. Experience supervising archaeological field investigations. Knowledge of Trimble Precision GPS and Trimble D3 Total Station equipment and Arcmap. Certified as Registered Professional Archaeologist.

Successful candidates will demonstrate the ability to work independently and as part of a team and have familiarity with standard word and data processing. Exceptional communication, organization, and interpersonal skills. Awareness of, and sensitivity to cultural and linguistic differences. Commitment to diversity and inclusion. Demonstrated knowledge of Prehistoric and/or Historic archaeological materials. Familiarity with Microsoft Word, EXCEL and ACCESS. Understanding of the Federal Section 106 process that drives cultural resource investigations.

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SALARY AND APPOINTMENT INFORMATION

These are full-time academic professional positions appointed on a 12-month service basis. The expected start date is as soon as possible after the closing date. Salary is commensurate with experience and qualifications.

APPLICATION PROCEDURES AND DEADLINE INFORMATION

To apply for this position, please create a candidate profile at <https://jobs.illinois.edu>, directly apply to our position and upload your cover letter and resume by April 22, 2022. Online application will require names and contact information including email addresses for three professional references. Full consideration will be given to complete applications received by the closing date. For questions regarding the application process, please contact 217-333-2137. For further information on this specific position, please contact Gregory Walz at gwalz@illinois.edu.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Convictions are not a bar to employment. As a qualifying federal contractor, the University of Illinois System uses E-Verify to verify employment eligibility. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](#).

University of Illinois faculty, staff and students are required to be fully vaccinated against COVID-19. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes.