

# ASSOCIATE/NO PREFIX/SENIOR RESEARCH SPECIALIST

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## Position Information

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### Posting Details

<b>Official Job Title</b>	ASSOCIATE/NO PREFIX/SENIOR RESEARCH SPECIALIST
<b>Working Title:</b>	Project Manager/Principal Investigator
<b>Position Number</b>	02195223
<b>Division</b>	College of Letters and Science
<b>Department</b>	B4872 ANTHROPOLOGY
<b>Position Type</b>	Non-Teaching Academic Staff
<b>Appointment Type</b>	Fixed Term/Project
<b>FLSA Status</b>	Exempt
<b>Percent</b>	100
<b>Posting Type</b>	Staff

### Introduction (Description of School/College/Dept/Program)

UWM's CRM program was established in 1974 and has been managed as a contractual arm of the Department of Anthropology ever since. GLARC was incorporated in Milwaukee in 1976 and quickly established a reputation for high quality, cost-effective CRM work. The new UWM-CRM program has been designed to provide clients with the same elevated level of service clients have come to expect from both programs. However, the UWM-CRM program will be able to offer clients a "one-stop shop" consulting service enabling clients to comply with historic preservation regulations relating to both archaeological sites and architectural-historical resources.

The UWM-CRM program offers a full suite of archaeological and architecture history services for clients across many markets/sectors, including but limited to: transportation, utility, telecom, private individuals and businesses/developers in addition to local and county municipalities.

The UWM-CRM program has strong technical report writing skills and experience as evidenced by the volume of formal report of investigations, technical memos, agency short forms, and cultural resource documentation prepared on an annual basis; the creation and implementation of regulation-driven reporting formats; familiarity with all types of cultural resource documentation formats; and the record of successful agency submittals.

Over the past several years, UWM-CRM has prepared over 300 formal reports of investigations and over 800 technical memos/cultural reviews relating to a variety of cultural resource projects.

In addition to the report of investigations and technical memos, the UWM-CRM program has prepared a wide variety of cultural resource documentation types required under Section 106 of the NHPA and NEPA.

UWM-CRM also provides a broad spectrum of interpretive services from exhibition master planning to the design, fabrication, and installation of traveling and/or temporary exhibitions including the development of accompanying curriculum materials, social media plans and digital products such as supporting web sites.

## Job Summary

Research Specialist/Principal Investigators coordinate and oversee operating budgets and schedules on multiple research projects. They conduct field and laboratory investigations on a regular basis. They also produce grant applications and proposals to secure funding for individual projects. They directly oversee field and/or laboratory staff for individual projects. They are assisted by Project Managers in the production of Reports of Investigation. Research Specialist/PI provide expertise in specialized materials analyses.

They coordinate with the Financial Specialist to oversee regular financial needs for their projects. They also serve as Point of Contact for individual project sponsors.

In addition to their project specific and administrative roles, Research Specialist/Principal Investigators are also responsible for the public communication of the Center's research. Communications include peer reviewed publications, publications for the general public, presentations at professional conferences, talks to avocational societies, and interviews with media outlets.

They report directly to their Research Program Manager and provide (at minimum) weekly updates on all projects under their supervision. Status of budgets and schedules are included in these updates.

Research Specialist/Principal Investigators directly supervise Project Managers as well as LTEs and students.

The Research Specialist will be based in the UWM-CRM offices on UWM's campus. However, the work requires travel throughout Wisconsin to direct and/or monitor on-going UWM-CRM projects and produce progress reports for UWM-CRM staff and clients. Fieldwork may be conducted in remote locations under stressful conditions and requires moderate physical fitness.

## Minimum Qualifications

Master's degree in archaeology, architecture history or related field

Meets Secretary of Interior's Professional Standards for History and Architecture History or Meets Secretary of Interior's Professional Standards for Archaeology

Demonstrated experience in analytic skills (lithic analysis, historical archaeology, floral analysis, faunal analysis, ceramic analysis, laboratory management, historic architecture and historic preservation, Human Osteology or related)

Demonstrated experience in technical writing

Demonstrated experience in CRM project management

## Preferred Qualifications

PhD degree in archaeology, architecture history or related field

Knowledge of Midwestern/Great Lakes prehistoric or historic archaeology and/or historic architecture

Supervisory experience in cultural resource management

Proficiency with Adobe Creative Suite

Proficiency with GIS software

Experience with total station mapping

Knowledge of federal and state regulatory laws and process (Wisconsin preferred)

Meets criteria to be listed on Wisconsin Historical Society of list of Qualified Archaeologist for the excavation of human remains

Meets criteria to be listed on Wisconsin Historical Society of list as Skeletal Analyst

Excellent communication skills

## Application Instructions

Completed application materials must include a letter of application addressing educational and professional level of work experience as it relates to all required and preferred qualifications, a resume/CV, and the names and contact information of three professional references. A sample technical letter memo or investigation findings is required.

In instances where the Search and Screen Committee is unable to ascertain from a candidate's application materials whether he/she meets any of the qualification(s), they will be evaluated as not meeting such qualification(s).

**This is a continuous recruitment.** The review of applications will begin on December 19, 2020. Applications received after December 18, 2020, may not receive consideration.

#### **Application Deadline**

**Continuous (Open Until Filled?)** Yes

**If Continuous, Initial Review Date** 12/19/2020

**Position Contact Name** Brian Nicholls

**Contact Phone** (414) 405-1171

**Contact Email** nicholls@uwm.edu

#### **Application Notes**

For this position, applicants are required to apply online. UWM will not consider paper, emailed or faxed applications. Additionally, applicants must complete all required fields and attach any required documents. The process is complete when the message "Your application has been submitted" is displayed and you receive a confirmation number.

#### **Legal Notices**

##### **AA/EO Statement**

UWM is an AA/EO employer: All applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, or protected veteran status.

##### **Reasonable Accommodations**

UWM provides reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment. Employment opportunities will not be denied because of the need to make reasonable accommodations for a qualified individual with a disability. If you need assistance or accommodation in applying because of a disability, please contact [uwm-jobs@uwm.edu](mailto:uwm-jobs@uwm.edu) or 414-229-4463. This job announcement and other material on this site will be made available in alternate formats upon request to an individual with a disability.

##### **Confidentiality of Applicant Materials**

UWM is a State agency and subject to Wisconsin's Open Records Law. UWM will not, however, reveal the identities of applicants who request confidentiality in writing except as may be required by Wisconsin's Open Records law. In certain circumstances, the identities of "final candidates" and/or the identity of the appointed applicant must be revealed upon request.

##### **CBC and Reference Check Policy**

Employment will require a criminal background check. UWM takes the prevention of sexual misconduct seriously. As such, you and your references will be required to answer questions regarding any past findings of sexual violence and sexual harassment or any pending allegations of sexual violence or sexual harassment.

##### **Annual Security and Fire Safety Report (Clery Act)**

For the UWM Annual Security and Fire Safety Reports (i.e., Clery Report), which includes statistics about reported crimes and information about campus security policies,

see <http://www.cleryact.uwm.edu/>, or call UWM's Dean of Students Office, Student Union 345 at (414) 229-4632 for a paper copy.

### **Employment Authorization**

In compliance with federal law, all persons at the time of their start date will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

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## **Applicant Documents**

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### Required Documents

1. Cover Letter
2. Resume/Curriculum Vitae
3. Writing Sample
4. References

### Optional Documents

None

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## **Posting Specific Questions**

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Required fields are indicated with an asterisk (\*).