

Research Assistant II
Museum of Natural History - Office of State Archaeology

Job Description

The Half-time Research Assistant will help fulfill the goals and objectives of the Connecticut Office of State Archaeology (OSA). The incumbent will serve as an assistant to the State Archaeologist and be responsible for supporting all aspects of OSA work as mandated in the Connecticut state statutes (described below), providing field, laboratory, research, public education and municipal services support for the State Archaeologist. Responsibilities include: reviewing proposals for construction and modification of land where archaeological sites may be located in Connecticut; responding to inquiries for information from municipalities, developers and private individuals; providing public education and training; state-wide site visits; field work and collection of archaeological materials and samples; contacting colleagues and scheduling reviews; participating in weekly meetings with the State Archaeologist and performing other duties as assigned. Candidate must be willing to travel to locations across the state for meetings, site visits and presentations.

Minimum Qualifications

1. Master's degree in Anthropology and a minimum of one year related field work and research experience.
2. Ability to travel statewide.
3. Excellent oral and written communication skills.
4. Ability to solve problems and troubleshoot independently.
5. Excellent interpersonal skills and demonstrated ability to work with a diverse group of colleagues, constituents and the public.
6. Computer skills and proficiency with the internet, Geographic Information Systems (GIS), MS Word and/or MS Excel.

Preferred Qualifications

1. Background in Northeast / North American Archaeology.
2. Working knowledge in Pre- and Post-Contact Archaeology.
3. Familiarity with archaeological field and laboratory procedures and methods.
4. Experience working with artifacts and ethnographic materials.
5. Experience with PastPerfect software and/or similar computer database programs.
6. Experience with cultural resource management and demonstrated knowledge of historic preservation law/legislation at the federal, state and local levels.
7. Strong organizational and time-management skills.
8. Willingness and ability to work occasional evening and weekend hours when required.

The Office of State Archaeology

State legislation has established the following areas of responsibility for the Office of Archaeology (OSA). The OSA Research Assistant will be responsible for assisting and supporting the State Archaeologist in his fulfillment of these responsibilities:

- Oversight of in situ preservation, archaeological excavation, or reburial of Native American human remains uncovered by any ground disturbance
- Curatorial oversight of over 600,000 artifacts repositied at the Connecticut State Museum of Natural History
- Oversight of an inventory of Native American cemeteries, and preservation of other human remains and cemeteries
- Acting on recommendations made by the Native American Heritage Advisory Council
- Providing recommendations on proposed State Archaeological Preserves, and serving on the River Protection Advisory Committee
- Archaeological salvage of properties threatened with destruction
- Public and private research of “the highest possible standards in archaeological investigations”
- Publication and dissemination of information about in the ethnohistory of the of the region, and answering inquiries about the state’s archaeological resources
- Maintaining comprehensive site files and maps (more than 5,000 records)
- Membership on the Historic Preservation Council, which advises the Connecticut Commission on Culture and Tourism
- Working with the office of the state’s Chief Medical Examiner and local and state law enforcement agencies.