

**Public Service Specialist
Public Service Archaeology Program
Department of Anthropology
University of Illinois at Urbana-Champaign**

The Public Service Specialist will Provide expertise in the identification, collection, analysis and interpretation of Historic and Prehistoric archaeological and archival data; coordinates laboratory processing and analyses; and prepares written inventories and reports under the direction of the Program Director.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EEO>.

DUTIES AND RESPONSIBILITIES

Oversee and coordinate the Program's laboratory processing and analysis of artifacts. Direct and train Program personnel in laboratory processing, archival and documentary research, and methods of analysis and data collection/recording. Establish procedures for the processing, analysis and presentation of information pertaining to collected Historic and Prehistoric archaeological artifacts.

Conduct all levels of cultural resource investigations (survey, excavation, and structure photography/recording) in field settings across the Midwest either individually or as part of a research team.

Produce artifact inventories and analysis of assemblages and prepare materials for curation following state guidelines.

Prepare written reports that detail methods, results, and interpretation of historic background and documentary information to meet Federal and State standards for Cultural Resource compliance work.

Employ research skills to conduct archival and historical research online and at Midwest research facilities.

Provide assistance for Program's project maps utilizing ArcMap GIS software.

QUALIFICATIONS

Required:

- Master's degree in Anthropology or a related field
- Experience with archaeological laboratory processes and procedures
- Minimum 6 months field experience
- Valid Driver's license
- Completed Archaeological Field School Training

Preferred:

- Experience related to the analysis of Historic and Prehistoric archaeological assemblages
- Experience conducting archaeological surveys and excavations,
- Certified as Registered Professional Archaeologist
- Ability to conduct archival and background research
- Demonstration of ability to conduct laboratory analysis of Historic and Prehistoric period artifacts and assemblages, and to produce written reports summarizing results of archival and artifact analyses
- Must be able to work as a member of a team
- Ability to assume responsibility and to work independently with minimum guidance

- Initiative and creativity in program development
- Strong computing skills in Microsoft Word, Excel, and desktop publishing software, or similar
- Proficiency with commonly employed software, databases, and web applications; capacity to learn new office technology skills
- Excellent organizational skills.

Environmental Demands

Requires travel and overnight stays. Individual must have a valid driver's license and ability to travel.

SALARY AND APPOINTMENT INFORMATION

This is a full-time academic professional position. The expected start date is January 16, 2020. 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 December 4, 2019 . 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. The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

For questions regarding the application, procedures or questions concerning the position please contact Dr. Kevin McGowan or email kpmcgowa@illinois.edu