HSU Sponsored Programs Foundation
Job Announcement

This is not a state position

Job Title: Co-Director, Cultural Resources Facility
Supervisor: Directors of the Cultural Resources Facility
Wage: $32-$45/hr. dependent on qualification of candidate
Hours per week: 40 hours

Background and duties:
This is a grant funded, temporary appointment. Continuation of this position is contingent upon satisfactory performance and project funding. Multiple hires anticipated.

The ideal candidate will assist the CRF Director, Geospatial Archaeology Research Center Director, and Project Managers with project work, staff mentorship, and business development. Project work will primarily consist of developing relationships with clients, managing field work, data analysis, report review and quality control for cultural resource management projects, as well as the development of research designs and scopes of work, including seeking and bidding Requests for Proposals.

The successful candidate will be experienced and established as a professional archaeologist, preferably with previous experience in California and will expand CRF’s professional reputation in archaeological and historical consulting in the Pacific Northwest, California, and Great Basin region. This position will be a temporary position, unless satisfactory performance and project funding (including successful seeking of grants and contracts by the employee) supports the position continuing. The incumbent will report to the CRF Directors. Salary will be based on individual qualifications and experience.

Essential functions of the job:
• Serve as primary author on large technical reports, research designs, treatment plans, and other technical documents.
• Conduct content edits of technical reports and site forms.
• Assist with training and mentoring cultural resources staff in topics including NRHP/HRHP eligibility, implementation of research designs, and site recording protocols.
• Help maintain the CRF quality assurance/quality control program and ensure that all fieldwork, analysis, and report production is conducted appropriately.
• Remain current with agency protocol for conducting cultural resources work, particularly in Humboldt County.
• Oversee technical aspects of field research, data collection, inventory, analysis, and final report production.
• Take initiative, resolve problems, and create improved procedures to ensure that tasks are completed in the most effective manner.
• Comply with CRF and client safety programs, and assist in the development of such programs.
• Maintain good working relationships with state and federal agency contacts and clients.
• Work closely with CRF’s research associates, managers, and Director to promote CRF’s business interests in adherence to its mission, vision, and values.
• Promote CRF in the scientific community through professional presentations, participation in professional conferences, and coordinating the participation of other staff members in professional conferences.
• Seek contracts/grants and prepare proposals.
• Additional project management duties that may be assigned, as needed: manage budgets, prepare proposals, interact with clients, and manage staff.

Minimum Qualifications:
• Master’s Degree in anthropology, archaeology, or closely related field.
• Emphasis in California archaeology
• Relevant technical specialization (e.g., historical archaeology, lithic analysis, GIS, architectural history, etc.).
• Exceptional technical writing skills and a record of completing and editing technical reports in a timely fashion.
• At least five (5) years archaeological fieldwork in a lead/supervisory role
• Listed as a Registered Professional Archaeologist (or qualified for RPA status).
• Currently or formerly permitted by the CA State Historic Preservation Division (Permit to Conduct Archaeological Activities in the State of CA)
• Experience with content edits of reports and a solid background of scheduling and budgeting of projects related to cultural resources.
• Ability to work collaboratively as a team member and to effectively train and mentor junior staff.
• Must be able to work in physically demanding field conditions. Frequent overnight travel will be required.
• Experience with NEPA, CEQA, Section 106, and CA Revised Statutes
• Ability to work independently as well as oversee small or large projects by working closely with CRF Directors and Project Managers.
• Adept at working with a variety of colleagues, clients, and agency representatives.
• Interface with clients, including attending team or scoping meetings as needed. Able to effectively discuss all aspects of a cultural resource project including regulatory requirements, methodology, findings, research questions, and results etc. to non-specialist clients and the public.
• A commitment to fiscal and scheduling responsibilities for projects of all sizes and scopes.
• Must demonstrate completion, at a PI level, of a minimum of one testing or data recovery excavation project (three or more projects a plus) involving primarily archaeological investigations and preparation of final reports consistent with the Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation.

Preferred Qualifications - all minimum qualifications, plus:
• Ph.D. in anthropology, archaeology, or closely related field
• Educational emphasis in California archaeology
• Experience with CRM in California
• Past peer-reviewed publication record and conference presentation experience
• Listed as a Registered Professional Archaeologist (RPA)
• Currently permitted by the CA State Historic Preservation Division (Permit to Conduct Archaeological Activities in the State of CA)
• Record of successful contract and grant funding in CRM

Application Instructions: Applicants must submit all of the following application materials electronically to crf@humboldt.edu:

1.) A CV/resume detailing work history and related degrees and experience
2.) A letter of application
3.) Names, addresses and daytime telephone numbers of three professional references
4.) Completed HSU SPF Employee Information Form for Applicants.

Application review date: Initial review October 1, 2021; Position open until filled

Humboldt State University Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF’s Equal Employment Opportunity hiring can be found here.

For assistance with the application process, please submit an Accommodation Request Form which can be found here or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the HSU Human Resources website at http://www.humboldt.edu/hsuhr. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.