



TRIBAL PERSONNEL DEPARTMENT

JOB TITLE: Archaeological Field Assistant (Seasonal, Full time,
3- Months June 1- August 31)
SUPERVISOR: Tribal Historic Preservation Officer
LOCATION: Historic Preservation
POST DATE: February 14, 2019
CLOSING DATE: Open until Filled

General Description: The Archaeological field assistant is to serve as the assistant archaeologist performing field investigations, including survey site/ project monitoring and evaluations. A secondary responsibility is to assist in survey and site file maintenance and project paperwork which may include literature research and oral interview. All work must be conducted in an efficient, professional manner following the *“Manual for Investigations Conducted for the Tribal Historic Preservation Office within the Exterior Boundaries of the Lac du Flambeau Indian Reservation.”*

Qualifications. High School Diploma or Equivalent is required. (Please read job description to view other requirements.)

Salary: \$15.00-\$20.00 per hour depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be obtained via Lac du flambeau Tribal website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Archaeological Field Assistant

B. DEPARTMENT: Historic Preservation

C. SUPERVISOR'S TITLE: Tribal Historic Preservation Officer

D. DESCRIPTION OF DUTIES: The Archaeological Research Assistant /Field Technician has two primary responsibilities. One is to serve as the assistant archaeologist performing field investigations, monitoring and evaluations. The second primary duty is working with files, databases, and project paperwork which may include project research and publications and oral interview. Specific responsibilities include, but are not limited to the following:

1. Conduct field work including walk-over survey, subsurface shovel testing, and equipment maintenance under the supervision of the Tribal Archaeologist.
2. Conduct site and project monitoring for the protection of identified historic properties under the supervision of the Tribal archaeologist.
3. Assist Tribal Archaeologist with locating, mapping and evaluating historic properties within the boundaries of the Lac du Flambeau Reservation.
4. Participate in the sugar bush site mapping and management strategy project.
5. Assist the Tribal Archaeologist with the preparation of maps, inventories, reports and field records of field activities.
6. Assist Tribal Archaeologist with cataloguing and preparing artifacts for curation at the George W. Brown Museum and Cultural Center.
7. Assist the Tribal Archaeologist in updating all archaeological files and records as well as maintenance of the existing site and survey databases.
8. Assist Tribal Archaeologist with conducting oral interviews with community members, in conjunction with archaeological investigation as well as historical and community projects.
9. Must attend Cultural committee, community meetings and council meetings as requested.
10. All other duties as assigned.
11. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Interacts with THPO on a regular basis along with inter-departmental program staff, cultural committee members and tribal administration and leadership.
2. **External:** constantly interacting with tribal community members, elders, museum and archaeological professionals, other tribal representatives across the state and infrequently interacts with state, federal and local agency representatives. Field projects also involve talking to land owners, contractors and other tribal departments. You will be explaining our methods and the historic preservation requirements, under federal law and tribal code, that must be met before a project can start, and sometimes during the project itself.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: The archaeological Field Assistant performs responsibilities under the direction of the Tribal Archaeologist and Tribal Historic Preservation Officer, checking frequently for assignments and direction. Since the program is extremely diverse and deals with project and programmatic issues, this position is generally working in unison with other program staff and general tasks are assigned during the planning process.

H. EDUCATION: Bachelor's in Anthropology/Archaeology or related field. An in-house training in Federal, state, Tribal law as well as tribal archaeology methods and techniques, will be given upon employment.

LEVEL I REQUIREMENTS: Hourly rate \$17.00-\$20.00 depending on experience.

I. EXPERIENCE:

Must have two field seasons of experience, which includes pedestrian survey and shovel testing is required. Experience supervising other crew members in the field a plus. Experience in reading maps, using compasses, taking GPS points, and keeping quality notes is critical. Experience with basic computer applications including but not limited to Microsoft Word, Access and Excel is preferred.

J. SKILLS:

This position requires the ability to lift moderate loads up to 30 lbs. and work in rough terrain. In addition, excellent people skills and the ability to follow specific instructions are critical. The Archaeological Research Assistant/Field Technician must be able to dig shovel tests, on some days the crew digs over 100 tests. They must be able to lift and sift the soil in the screen, lift other loads of equipment, and carry equipment in to the woods. They must be able to accurately map and document field activities and sites. Field work also involves monitoring construction projects, which involves standing by and observing ground disturbance caused by heavy machinery.

LEVEL II REQUIREMENTS: Hourly rate is \$15.00/hour, depending on experience.

Education: High School diploma or Equivalent is required. In house training in federal, state and tribal law as well as tribal archaeology methods and techniques, will be given upon employment.

Experience:

No experience is required. Paraprofessional training is a plus. Experience working in outdoor conditions is required. Experience with basic computer applications including but not limited to, Microsoft Word, Access and Excel is a plus.

Supervisory Responsibilities:

There are no supervisory responsibilities.

