

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to and working under the general supervision of the Anthropological Studies Center (ASC) Business Director, with additional direction from the ASC Faculty Director, the Archaeological Specialist performs technical archaeological research of average difficulty and assists in the supervision of technical and clerical assistants. The incumbent serves as an interdisciplinary team member conducting archaeological studies including, but not limited to, the development of archaeological site records, site inventories, formal National Register of Historic Places and California Register of Historical Resources evaluations, and data recovery efforts for historic and precontact sites in field, laboratory, and office settings.

Major Duties: Major duties of the position include, but are not limited to, the following:

- Conducts archaeological background research, records searches, and literature reviews to assess the potential presence of cultural resources within project areas.
- Conducts pedestrian surveys, site recordings, archaeological testing, archaeological monitoring, resource evaluation, and data recovery efforts for historic and precontact era archaeological resources.
- Identifies, documents, analyzes, and interprets archaeological materials, features, and stratigraphy in accordance with professional archaeological standards.
- Utilizes GPS, and GIS, to prepare digital maps, and contribute to database systems to document cultural resources and support project analysis and reporting.
- Assists with preparation of research designs, field methodologies, work plans, treatment plans, and scopes of work for archaeological investigations.
- Conducts construction monitoring and environmental compliance support for projects.
- Prepares and contributes to technical documents including survey reports, evaluation reports, monitoring reports, data recovery reports, and cultural resource assessments.
- Maintains accurate field notes, photographic documentation, maps, and laboratory records in accordance with professional and agency standards.
- Processes, catalogs, identifies, and analyzes historic and precontact era archaeological materials and associated records.
- Conducts archival, desktop, and museum-based collections research utilizing libraries, repositories, agency files, historical maps, and other research sources.
- Coordinates and communicates with project managers, agency representatives, Tribal representatives, descendant community members, landowners, and other interested parties throughout the course of project work.
- Supervises the work of field technicians, student assistants, and junior staff during day-long and multi-day archaeological investigations, surveys, and excavations, as well as laboratory work.
- Assists with preparation of project schedules, logistics, equipment coordination, and health and safety procedures for field projects.
- Supports public outreach, educational programming, and professional presentations related to archaeology and cultural resource management as requested.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties will primarily take place in a field, office, and lab setting however additional duties may be performed both indoors and/or outdoors to support and participate in university activities and events. The normal work schedule is Monday through Friday aligned with regular campus hours. Your specific start time will be

determined by your Appropriate Administrator. As a non-exempt employee, any request for overtime will be specified and pre-approved by senior leadership at the ASC. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position may also be eligible to participate in the campus Telecommuting Program to engage in limited telecommuting as operationally feasible. The position will require occasional travel, by automobile and airplane, and the incumbent will be able to work some night and weekend hours with overnight stays.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 6-8 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 20 lbs in weight.

Minimum Qualifications: This position requires an equivalent to graduation from a four-year college or university in the fields of Archaeology, Anthropology, Cultural Resource Management (CRM), or a closely related field and two years of progressively responsible professional archaeological research experience in California archaeology or historic archaeology of the western United States. Graduate study in Archaeology, Anthropology, Cultural Resource Management, or a related field may be substituted for the required experience on a year-for-year basis and additional experience that has demonstrated that the incumbent has acquired and successfully applied the knowledge and abilities delineated above may be substituted for the required education on a year-for-year basis. A Master's degree in Archaeology, Anthropology, CRM, or related field; experience conducting archaeological investigations within a CRM environment; demonstrated GIS proficiency; experience preparing technical cultural resource reports and California DPR forms; and experience conducting construction monitoring and archaeological field supervision is preferred. A demonstrable expertise in precontact era material culture (such as lithic analysis), historic era material culture, ethnobotanical resources, or GIS analytical skills is highly preferred. Proficiency with computers and Microsoft Office and Google Suite is required. Knowledge and experience with GIS, GPS, digital mapping platforms, related technologies for cultural resource documentation and analysis, CRM-related digital platforms and PeopleSoft preferred.

In addition, the incumbent must demonstrate the following:

- Thorough knowledge of archaeological field, laboratory, research techniques and methods, including survey, excavation, monitoring, site recording, artifact identification, and data recovery techniques.
- General knowledge of applicable federal, state, and local cultural resource laws and regulations, including CEQA, NEPA, Section 106, and California cultural resource compliance practices.
- Knowledge of California precontact and/or historic archaeology and the identification and evaluation of archaeological resources.
- Ability to prepare clear, accurate, and well-organized site forms, technical reports, site records, and supporting documentation.
- Ability to collect, organize, analyze, and interpret archaeological and environmental data.
- Ability to communicate archaeological concepts and cultural resource information effectively both verbally and in writing.
- Ability to plan, organize and supervise the work of a small team of archaeologists and other professionals.
- Ability to plan and coordinate multiple tasks and to delegate tasks to meet changing priorities.
- Ability to efficiently and effectively organize and prioritize competing work demands, demonstrate strong organizational skills, and adapt to changing workload requirements while meeting deadlines in a fast-paced environment.

The incumbent must be able to provide exemplary support to students, staff, faculty, and visitors while working in a professional, fast-paced environment. The incumbent must have the ability to effectively communicate with staff, faculty, administrators, students and internal and external constituents and establish and maintain productive, effective, and inclusive working relationships. The incumbent must be able to accept constructive feedback and work

well in both independent and group situations. Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.